



Government  
Publication



Ontario, Ministry of Culture  
and Recreation

KWIC - Index to the Government  
of Ontario






**KWIC**

**Index  
to the Government  
of Ontario 1978/79**

**ONTARIO**  
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**KWIC**  
**Index**  
**to the Government**  
**of Ontario 1978/79**



Ministry of    Citizens'  
Culture and    Inquiry  
Recreation    Bureau

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## Tips on using the KWIC Index

The KWIC INDEX gets its name from the Key Word In Context computer system on which it is based.

### Purpose

The Index guides users to the correct source of information or service in the Ontario Government. Each entry is a brief but complete description of a branch or agency's activities but does not include specifics on a program. These should be obtained directly from the branch or agency.

### How To Use the Index

1. Identify your area of interest, for example, you are starting a retail business and would like to get a vendor's permit for retail sales tax purposes.

2. Look for the key word that tells you about the subject, e.g. Retail Sales Tax. Under this key word is the description and telephone number of "Revenue Retail Sales Tax Br." Had you chosen "Vendor's Permit" as your key word, you would have found the same information.

3. If you can't find your key word, consult the "Key Word Index" on page xiv which alphabetically lists all key words used by the Index.

4. Let's take another example to show that the Index provides information about over-all Government involvement with a subject. Farming, for example, is covered by these key words: Farm, Farm Land, Farm Products. Under each key word are descriptions, arranged alphabetically by ministry, or branch dealing with different aspects of the subject.

Each entry begins with the Ministry name (abbreviated to conserve space) and Branch or Agency name. Refer to page xiii to identify these abbreviations. For easy scanning, a key word is printed in bold each time a distinct aspect is mentioned in the description.

Page headings function like those of a dictionary. On the left page the heading tells you the first key word on that page; on the right, the last.

### Telephone Numbers, Addresses, Regional Offices

Telephone numbers in the entries are the 416 area code unless otherwise stated. Outside Metro Toronto consult your local telephone directory for Government of Ontario listings or refer to page 619 of the Index for a list of ministries' regional, district or field offices.

To write to an Ontario Government branch or agency in Metro Toronto, refer to page 677 for a listing of mail addresses.



## er Sources of Information

Community Information Centres in most Ontario communities inform the public on how to contact all levels of government and local agencies. Consult a telephone directory or municipal directory for your community information centre.

Public libraries carry government publications and are also a source of information in the community. Consult a telephone directory under "Public Library."

## Government Structure

Understanding the Government Structure" on page ix tells you how the government is organized. It provides brief descriptions of the over-all goals of a ministry.

Turn, all branches and agencies of a ministry are described in the Index, alphabetically by ministry name. Ministry of Agriculture & Food branches, for example, are found starting on page 14.

## Ministerial Responsibility for Acts

"Ministerial Responsibility for Acts" on page 668 lists legislation administered by each ministry. If you are not sure which branch administers an Act, contact the ministry's Information or Communications branch.

## Agencies, Boards and Commissions

There are several categories of Ontario government agencies, boards and commissions, or "special purpose bodies" as they are sometimes known.

Some bodies designed to serve a continuing function are created by specific Acts administered by the appropriate ministry to deal with the subject concerned. These are listed by ministry in the Index, e.g., Ag & Food Farm Products Marketing Board. Some autonomous bodies are listed separately, e.g., Workmen's Compensation Board but the description indicates the ministry through which they report to the Legislature.

Under the Public Inquiries Act, the Legislature authorizes Cabinet to appoint one or more individuals as a Commission or Royal Commission to inquire into a specific public concern. The Act governs methods and procedures used by the Commission, e.g., hearings, subpoena power. The Index lists a few long-term ones under "Commission" or "Royal Commission" such as Royal Commission on the Northern Environment.

Judicial Inquiries may be appointed under Specific Acts to examine special legal circumstances. Usually short-term, these bodies are not included in the Index. The Queen's Park Switchboard can provide the address and phone number for a current Inquiry.

Advisory Committees and Task Forces are appointed by a Minister if empowered by the Ministry Act or by Order-In-Council to examine specific matters. We have listed the current ones by ministry, e.g., Cult & Rec Council on Franco-Ontarian Affairs. Those not reporting to a ministry are listed separately, e.g. Ontario Advisory Council on Senior Citizens.

Each session, under the Legislative Assembly Act, the Legislature appoints Select or Standing Committees to which specific matters are referred for examination. The Clerk of the Legislature, listed under "Clerk's Office," can answer inquiries about these Committees.

# Understanding the Government Structure

## The Basic Units

The basic units of the government structure are the Ministries such as Education, Health, Environment and Labour, each responsible to a Minister in the Cabinet.

Most of the services performed for citizens by these Ministries and some 300 Agencies, Boards and Commissions are grouped into three policy fields of Justice, Resources Development and Social Development.

The work within a policy field is coordinated by a different kind of Cabinet Minister — the Provincial Secretary.

The Provincial Secretaries, supported by small secretariats in each field, are responsible for relating policies and priorities that cut across the traditional lines of departmental organization.

Provincial Secretaries guide rather than direct the approaches to the areas of government concern within their policy fields. In Cabinet they sit as equals with colleagues who head Ministries with program responsibilities.

In turn, the policy fields report to the Policy and Priorities Board of Cabinet, chaired by the Premier, which brings an over-all perspective to proposals being developed for consideration by Cabinet itself and eventually, the Legislature.

The Management Board of Cabinet reviews the implementation of new programs and the effectiveness of continuing operations of the Government.

## Policy Fields and Ministries

### Social Development Policy Field

**The Ministry of Colleges and Universities** administers support funds to 15 provincially-assisted universities, Ryerson Polytechnical Institute and the Ontario College of Art. It supports 22 community colleges and industrial training and apprenticeship programs and administers student assistance programs.

**The Ministry of Community and Social Services** provides programs and services for children and juveniles, senior citizens, the handicapped (the disabled and those with physical, emotional or educational handicaps), the mentally retarded and those in financial need. It makes available various kinds of assistance to people in the above categories through local governments, private agencies and charitable organizations.

**The Ministry of Culture and Recreation** encourages responsible citizenship through cultural and recreational development. Its programs relate to heritage conservation, arts support, sports and fitness, libraries and community information, citizenship and multiculturalism. The ministry supports a number of cultural, recreational and historical facilities and institutions.



**The Ministry of Education** ensures the provision of elementary and secondary school education in Ontario including correspondence courses, schools for the deaf, the blind and the handicapped. The ministry is also responsible for teacher education, certification and professional development.

**The Ministry of Health** is responsible for ensuring the good health of the Ontario public by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, the regulation of hospitals and nursing homes, drug benefit. The ministry operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

### **Resources Development Policy Field**

**The Ministry of Agriculture and Food** is concerned with one of Ontario's most important industries, farming, and so is charged with the safe production of food and its orderly distribution and marketing. Its programs include education and research, extension services to increase technical knowledge among farmers, marketing and rural development.

**The Ministry of Energy** develops and implements a provincial energy policy to ensure an adequate energy supply at a reasonable price and with acceptable impact on the environment. The ministry works closely with Ontario Hydro, the Ontario Energy Board and Ontario Energy Corporation.

**The Ministry of the Environment** is responsible for services designed to achieve four major objectives: control of contaminant emissions, establishment of environmental safeguards, management of water and waste, and development and maintenance of measures intended to restore and enhance Ontario's natural environment.

**The Ministry of Housing** is responsible for ensuring an adequate supply of housing at affordable prices and within a sound planning framework. Its programs help to bring serviced land into housing production, facilitate home ownership, encourage the development of rental accommodation and provide and support or encourage rent-geared-to-income housing for families and senior citizens of low and moderate incomes.

**The Ministry of Industry and Tourism** serves Ontario industry, trade and tourism through programs designed to assist the development of small business, to promote job creation, to enhance competition among manufacturers, to expand markets for Ontario products and to improve the tourist industry. The ministry encourages new technology and assists in industrial expansion.

**The Ministry of Labour** aims to advance the well-being of employees and employers by promoting the productive use of labour. Its programs are concerned with rights and responsibilities of the individual worker, rights and obligations of management and labour unions, ensuring health and safety in the workplace and improvement of the status of women employees. The Ontario Human Rights Commission and Workmen's Compensation Board report to the Legislature through the Minister of Labour.

**The Ministry of Natural Resources** manages Ontario's lands and waters to provide opportunities for outdoor recreation and resource development. It ensures adequate social and economic benefits are derived from resource development and manages publicly owned lands. Its range of programs covers such areas as hunting, fishing, mapping, Crown lands, mines, forests and parks.

**The Ministry of Northern Affairs** coordinates Government of Ontario services in Northern Ontario and provides residents easier access to and communication with Government. Its programs include community and regional development including towns site planning; supervision of air, water, road and rail transportation; construction of roads, highways and airports; telecommunications services in the north.

**The Ministry of Transportation and Communications** operates Ontario's highway system by performing design, construction and maintenance activities and provides subsidies to municipalities for road construction and maintenance. The ministry is also responsible for driver licensing and all aspects of motor vehicle licensing and safety. It represents the rights of Ontario citizens in the communications field and regulates telephone service under provincial jurisdiction.

### **Justice Policy Field**

**The Ministry of the Attorney General** directs and supervises the administration of justice in Ontario. Its programs include provision of Crown legal service before all courts in Ontario, legal services for the Government and its agencies, legislative services to cabinet ministers and members of provincial parliament, courts administration, guardian and trustees' services and the protection of the legal rights of Ontario citizens.

**The Ministry of Consumer and Commercial Relations** is responsible for programs that affect business and the consumer. These include licensing, registration and inspection of business establishments to promote a high level of ethical business conduct; licensing and inspection of technical and operational situations to ensure safety; registration of documents related to all aspects of real and personal property ownership. The ministry ensures a reasonable standard of decency in films shown in Ontario and controls the use and availability of beverage alcohol.

**The Ministry of Correctional Services** has jurisdiction over all adult offenders sentenced to terms of less than two years. Its services include care in correctional institutions, probation, parole supervision and assistance.

**The Ministry of the Solicitor General** contributes to the protection and security of society by law enforcement, maintenance of peace and order and protection of persons and property while ensuring individual freedom and rights. Its programs include supervision of the Ontario Provincial Police, the Chief Coroner's Office, the Centre of Forensic Sciences and the Office of the Fire Marshal.

**The following ministries and offices do not fall under any policy field. They perform central-agency services for the whole Ontario Government.**

**The Management Board of Cabinet** is not a ministry but a committee of cabinet ministers with a Chairman. It is responsible for coordinating the financial and administrative operations of the Government. It reviews ministry submissions including program proposals, annual estimates, new legislation and regulations as well as organizational changes.

**The Civil Service Commission** reports to the Chairman of Management Board. Through its major divisions, Staffing, Compensation and Staff Relations, the Commission is responsible for recruitment, classification, salary conditions and terms of employment in the Ontario Public Service.

**The Ministry of Government Services** is a support ministry to the other ministries of the Government. Its programs provide accommodation, supply and services and management and information systems services to all the ministries.

**The Ministry of Revenue** collects provincial taxes. It conducts property assessment to provide the tax base for Ontario municipalities and administers two major income redistribution programs: the Ontario Tax Credit System and the Guaranteed Annual Income System (GAINS) for senior citizens.

**The Ministry of Treasury, Economics and Intergovernmental Affairs** works closely with the federal government, other provincial governments and with municipalities. Its over-all functions are to recommend fiscal, economic, regional and intergovernmental policies of the Ontario Government. Its programs include the development of the provincial budget, management of Ontario finances, central statistical services, administration of various subsidy payments to municipalities and individuals. The ministry coordinates and advises on federal-provincial and provincial-municipal relations including financial arrangements and analyzes provincial policy on responsibilities of local governments.



# Ministry Abbreviations

AG & FOOD	Ministry of Agriculture & Food
ATT GEN	Ministry of the Attorney General
CCR	Ministry of Consumer & Commercial Relations
CIV SERV	Civil Service Commission
COLL UNIV	Ministry of Colleges & Universities
COMM SOC	Ministry of Community & Social Services
CORR SERV	Ministry of Correctional Services
CULT & REC	Ministry of Culture & Recreation
EDUC	Ministry of Education
ENERGY	Ministry of Energy
ENV	Ministry of the Environment
GOVT SERV	Ministry of Government Services
HEALTH	Ministry of Health
HOUSING	Ministry of Housing
IND & TOUR	Ministry of Industry & Tourism
LABOUR	Ministry of Labour
NAT RES	Ministry of Natural Resources
NORAFFAIRS	Ministry of Northern Affairs
REVENUE	Ministry of Revenue
SOL GEN	Ministry of Solicitor General
TE & IA	Ministry of Treasury, Economics & Intergovernmental Affairs
TR & COMM	Ministry of Transportation & Communications

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**ABATEMENT**

Abatement, see Pollution

**ACCIDENTS**

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates **accidents** and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of **accidents** caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates **accidents**. Contact Queen's Park or regional offices.

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious **accidents** and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious **accidents**. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand,

## 2 ACCOMMODATION

clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious **accidents**. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from **accidents** on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and vehicles. Manages the vehicle equipment approval program and investigates **accidents** in which condition of vehicles may have been contributory factor. Develops and modifies procedures for safety standards enforcement. Prepares drafts for proposed legislation and regulations.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: stability of vehicles, braking and handling including effects of mechanical and structural condition as related to operational performance and safety, impact of new vehicle standards and provincial highway regulations on safety, driver characteristics and commercial vehicles **accidents** data and statistics.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related **accidents** or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such **accidents** or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## ACCOMMODATION

See Administrative Services for accommodation services of individual ministries.

416-965-2100

GOVT SERV, DESIGN SERVICES BR provides construction and design services for capital projects, lease purchase projects and **accommodation** alterations of the ministry including



terior design consulting services, kitchen facilities and laboratory facilities. Also includes repairation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of buildings and institutions.

416-965-6815

GOVT SERV, PLANNING AND RESEARCH BR is responsible for general purpose **accommodation** planning for all Ontario government ministries and most special purpose bodies. Also responsible for research activities relating to the provision and management of **accommodation**.

416-965-2172

GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all **accommodation** projects of the Ontario Government. Ensures that all projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Coordinates **accommodation** projects related to capital **accommodation**, land acquisition for capital projects, leasing, lease-purchase and **accommodation** alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all **accommodation** needs.

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased **accommodation**. Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner Employee Relocation Plan (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and **accommodation**.

## ACCOUNTANCY

416-965-2740

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, Law Society Act, Notaries Act (notaries public), Professional Engineers Act and Public **Accountancy** Act.

## ACCOUNTING

Accounting Branch in each ministry is responsible for general accounting functions including payroll and expense account services, accounts payable, and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

416-965-1159

G & FOOD, ACCOUNTS BR is responsible for the ministry's **accounting** function. For a description of functions, see first entry under Accounting.

## 4 ACCOUNTING

416-965-1291

ATT GEN, FINANCE & SERVICES BR, in addition to the usual financial management and **accounting** functions provides the ministry with administrative services. For descriptions of functions, see first entries under Administrative Services and Accounting.

416-963-0261

CCR, FINANCE & PROGRAM EVALUATION BR provides all operating programs of the ministry with financial management and **accounting** services such as payroll reconciliation, accounts payable, formulation of program estimates in keeping with branch budgets. Receives and processes all revenues received by the ministry. Develops ministry policies and procedures re financial control and management performance reporting systems.

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the **accounting** (965-9051) and administrative services (965-6426) functions for the ministry. **Accounting** includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under Accounting and Administrative Services.

416-965-2371

COMM SOC, ACCOUNTS BR is responsible for the ministry's **accounting** functions. For a description of branch activities see first entry under Accounting.

416-750-3450

CORR SERV, ACCOUNTS Section is responsible for the ministry's **accounting** functions. For a description of section activities see the first entry under Accounting.

416-965-4832

CULT & REC, FINANCE BR provides the ministry with financial management and **accounting** services including payment of grants. For further description of functions, see first entry under Accounting. In addition the branch establishes ministry **accounting** and financial policy and handles pre-audit of financial transactions.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611) and **accounting** (965-2612), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for teachers' colleges and summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-6981

ENV, FINANCIAL & ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions provides support services to ministry programs including financial management and **accounting**. See first entries under Administrative Services and Accounting for descriptions of these functions. The branch edits and maintains the Policy and Procedures manual; conducts electronic data processing planning and operations.

416-965-2153

GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entry under **Accounting**.

416-965-5053

HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's **accounting** policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs (965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of **accounting** function, see first entry under Accounting.

416-965-9762

HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see first entry under **Accounting**.

416-965-4303

IND & TOUR, FINANCE & SYSTEMS BR Estimates and Financial Reports Section coordinates multi-year plan and other related submissions. Develops internal financial information systems. Accounts Section (965-5296) is responsible for ministry's **accounting** services. For description of functions see first entry under Accounting. Systems Development Section (965-1873) develops and programs computer based applications for the ministry.

416-965-4148

LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entry under **Accounting**.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and **accounting** functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of **accounting** and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under Administrative Services. Finance Section (965-1706) performs the financial management and **accounting** functions. For a description of activities see first entry under Accounting.

416-965-4425

ROL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entry under **Accounting**.

## 6 ACOUSTICS

416-965-4085

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the **accounting** and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs in addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board, Secretariat and Civil Service Commission. For a description of functions, see first entry under Accounting.

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government **accounting**, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of **accounting** & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all **accounting** and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

416-248-3465

TR & COMM, FINANCIAL BR supplies the ministry with financial management and **accounting** services. For a description of functions, refer to the first entry under Accounting.

## ACOUSTICS

416-965-1197

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develop **acoustics** criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-248-3777

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the **Acoustic** Research Program studies noise from highways and other transportation components to reduce excessive noise, understand its effects and develop standards for control. Develop noise barriers; studies noise of pavement surfaces and traffic, and assesses impact of trains.

## ACUPUNCTURE

416-965-5888

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainl



used at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as **acupuncture** research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides bursaries for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery grants for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

## ADDICTION RESEARCH FOUNDATION

416-595-6100

**HEALTH, ADDICTION RESEARCH FOUNDATION (ARF)** conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and drugs. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The library of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

## ADMINISTRATIVE SERVICES

Administrative Services in each ministry include purchasing and supply management, printing and duplicating, mail and transportation services, records management, assets management and maintenance of policy and procedures manuals. The Administrative Group in a Ministry acts as liaison with the Ministry of Government Services to coordinate common services such as telephones and accommodation requirements.

416-965-5961

**COMPUTER & FOOD, ADMIN SERVICES BR** supplies the ministry with **administrative services** including computer systems development and data processing. Also operates ministry library (965-1816). For further description of functions see first entry under Administrative Services.

416-965-2816

**JUDICIAL, COURTS ADMINISTRATION PROGRAM** manages the civil and criminal courts in Ontario. Ensures provision of adequate **administrative services** to county. Small claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-53). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The program is involved with the implementation of French language services in Ontario courts.

## 8 ADMINISTRATIVE SERVICES

416-965-129

ATT GEN, FINANCE & SERVICES BR, in addition to the usual financial management and accounting functions provides the ministry with **administrative services**. For description of functions, see first entries under Administrative Services and Accounting.

416-963-039

CCR, ADMINISTRATIVE SERVICES BR supplies the ministry with **administrative services**. For a description of functions see first entry under Administrative Services.

416-965-206

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with **administrative services**, advice and decisions on personnel administration. Affirmative Action coordinator (965-4840) serves its women employees.

416-965-592

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (965-9051) and **administrative services** (965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under Accounting and Administrative Services.

416-965-500

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with **administrative services**. For a description of functions see first entry under Administrative Services.

416-750-351

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions and forestry camps. Office Services Section (phone: 75-3321) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under **Administrative Services** for further description of this function.

416-965-74

CULT & REC, ADMINISTRATIVE SERVICES BR provides office and other central **administrative services** for the ministry and its agencies. These include: purchasing of goods and services (965-1237), mail, messenger services and stockroom supplies (965-4644), record and forms management, office services such as maintenance of manuals and directories, assets control, safety supervision and accommodation services including acquisition and design of office space. The branch is responsible for the Resource Centre & Library (965-6763). See Cult & Rec Resource Centre for description of its functions.

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with **administrative services**. For a description of functions see first entry under Administrative Services. Maintains micro files on teachers and ministry research projects. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

416-965-6981

ENV, FINANCIAL & ADMINISTRATIVE SERVICES BR, in addition to the usual **administrative services** functions provides support services to ministry programs including financial management and accounting. See first entries under Administrative Services and accounting for descriptions of these functions. The branch edits and maintains the Policy and Procedures manual; conducts electronic data processing planning and operations.

416-965-9215

GOVT SERV, ADMINISTRATIVE SERVICES supplies the ministry with **administrative services**. For a description of functions, see first entry under Administrative Services.

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides the Ministry with **administrative services** (see first entry under Administrative Services for description of functions). In addition, the Branch is responsible for the government pharmacy and medical stores (248-084), microrecording service including health insurance microfilms (965-8242), the Ministry library (965-7881), support services such as motor vehicle liability insurance, accident claims reports, motor vehicle licences, parking licences.

416-965-9713

HOUSING, SUPPLY & SERVICES BR supplies the Ministry of Housing, Ontario Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation with **administrative services**, including purchasing (965-9749). For a description of functions see first entry under Administrative Services.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with **administrative services**. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-365) that has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-6115

LABOUR, ADMIN OPERATIONS BR supplies the ministry with **administrative services**. For a description of functions see first entry under Administrative Services.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated **administrative services** for each Member of Provincial Parliament (MPP) and his/her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and



direction to various government offices. Bilingual guides are available. Stewards Service (965-7651) administers the Press Gallery Lounge and the Members Lounge which offer MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provide MPPs with press clippings from Ontario newspapers.

416-965-513

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual **administrative services** functions, serves the public through these units: Aerial Photo Unit (965-1123) which provide aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

416-965-290

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with **administrative services**. For a description of function see first entry under Administrative Services. Finance Section (965-1706) performs the financial management and accounting functions. For a description of activities see first entry under Accounting.

416-965-711

SOL GEN, ADMINISTRATIVE SERVICES BR provides the ministry with **administrative services**. For a description of functions, see first entry under Administrative Services.

416-965-542

TE & IA, ADMINISTRATION SERVICES DIVISION, in addition to providing overall direction and coordination for the Ministry of Treasury, Economics and Intergovernmental Affairs in the areas of resource allocation and planning, internal ministry policies and procedures, and common support services, provides full **administrative services** to the following: Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Ontario Economic Council and the Ontario Land Corporation, and except for personnel services, to the Civil service Commission and to Management Board. For a description of functions, see first entry under Administrative Services.

416-248-317

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various service. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tender. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides **administrative services** including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publication maps (including Ontario road maps) & photographs for ministry and public distribution. performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

## ADOLESCENTS

Adolescents, see Youth



## ADOPTIONS

416-965-7351

**JUDICIAL GEN, COUNTY AND DISTRICT COURTS** have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is \$7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (**adoptions**) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-1687

**REG, OFFICE OF THE REGISTRAR GENERAL** registers and records Ontario births, deaths, marriages and still-births. It also records **adoptions**, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of \$3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-0176

**COMM SOC, CHILD WELFARE BR** finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international **adoptions** services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and **adoptions**, and counselling to unmarried mothers. Contact local CAS. Private **adoptions** require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

## ADULT EDUCATION

416-965-6161

**POLL UNIV, COLLEGE AFFAIRS BR** is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and **adult education** through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

## ADULT TRAINING CENTRES

Adult Training Centres, see Correctional Institutions

## ADVERTISING

416-965-472

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting **advertising** selling and unfair business practices by: real estate and business brokers and salesmen mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-965-465

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers suspends and revokes liquor licences for on-premise sale and consumption of alcohol including special occasion permits. The Liquor Licence Board also regulates **advertising** for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor licences call 965-4691 Age of Majority Cards, 965-4694; special occasion permits, 965-4675; **advertising**, 965-3450 inspections, 965-4666.

416-421-246

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wide films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture **advertising** and classification.

416-965-400

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through **advertising** in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases **advertising** prime space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-248-323

TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 1 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their roads maintenance and construction programs. Controls highways rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of **advertising** signs. Contact regional or district office.

## ADVISORY COMMITTEE ON CONFEDERATION

416-965-1020

ADVISORY COMMITTEE ON CONFEDERATION, comprising representatives from various sectors of society, advises the Government through the Cabinet Committee on Confederation on: Ontario's place in Confederation and federal-provincial and interprovincial relationships, constitutional matters and means of promoting public awareness of our federal system and ways of improving it.

## AERIAL PHOTOGRAPHS

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides **aerial photographs**; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

705-942-1800

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, resources management, aerial surveys, **aerial photographs**, mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission **aerial photographs**, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

## AFFIDAVITS

416-965-2816

JUD GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-1553). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or **affidavits** (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The program is involved with the implementation of French language services in Ontario courts.



416-965-574

GOVT SERV, PROTOCOL SERVICES Recording Office prepares, records and microfilm Ontario official documents, e.g. land patents. Certifies notarized documents and **affidavits** that are sent abroad by the public for various purposes. See also Govt Serv Protocol Service Protocol Section, also Scrolls Section.

## **AFFIRMATIVE ACTION**

416-965-056

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to Ontario government ministries and Crown agencies in developing, coordinating and monitoring **affirmative action** plans to upgrade the status of their women employees. Provide impetus and technical advice to individual Deputy Ministers (program managers) and Women's Advisors (consultants). Prepares annual report on the status of women Crown employees. Reports regularly to Management Board on the progress of the corporate program which promotes equal opportunity for women employed in the private sector. This program is undertaken by this ministry's Women's Bureau. For **affirmative action** activities by specific ministries and agencies contact ministry or agency Women's Advisor.

## **AG & FOOD ACCOUNTS BR**

416-965-115

AG & FOOD, ACCOUNTS BR is responsible for the ministry's accounting function. For description of functions, see first entry under Accounting.

## **AG & FOOD ADMIN SERVICES BR**

416-965-590

AG & FOOD, ADMIN SERVICES BR supplies the ministry with administrative services including computer systems development and data processing. Also operates ministry library (965-1816). For further description of functions see first entry under Administrative Services.

## **AG & FOOD AGRICULTURAL AND HORTICULTURAL**

416-965-100

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competition improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

## **AG & FOOD AGRICULTURAL MANPOWER SERVICES**

416-965-610

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing training programs and advisory services to farm workers and financial assistance for the construction of housing to accommodate seasonal workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural Manpower Committee.



**G & FOOD AGRICULTURAL RESEARCH**

**G & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO** inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph (519-824-4120). In Toronto contact 965-6695.

**G & FOOD AUDIT SERVICES BR**

416-965-3241

**G & FOOD, AUDIT SERVICES BR** is responsible for the Ministry's audit function. For a description of the function see first entry under Audit. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

**G & FOOD COLLEGES**

**G & FOOD, COLLEGES OF AGRICULTURE** offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

**G & FOOD ECONOMICS BR**

416-965-1064

**G & FOOD, ECONOMICS BR** undertakes research into economic aspects of agriculture including production, marketing, land use planning, rural sociology, statistics.

**G & FOOD EXTENSION BR**

416-965-1241

**G & FOOD, EXTENSION BR** operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

**G & FOOD FARM PRODUCTS INSPECTION BR**

416-965-1058

**G & FOOD, FARM PRODUCTS INSPECTION BR** regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit and vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

**AG & FOOD FARM PRODUCTS MARKETING BOARD**

416-965-212

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires licences of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by the office.

**AG & FOOD FOODLAND DEVELOPMENT BR**

416-965-941

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing installers of tile drainage systems on agricultural land.

**AG & FOOD HOME ECONOMICS BR**

416-965-141

AG & FOOD HOME ECONOMICS BR helps people in the rural areas, primarily women, to develop an appreciation of ideals and standards for successful home and family living; gives training in home economics and stimulates women to become local leaders.

**AG & FOOD HORTICULTURAL RESEARCH**

416-562-411

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of fruit, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

**AG & FOOD INFORMATION BR**

416-965-101

AG & FOOD, INFORMATION BR is the information service for the Ministry of Agriculture and Food. For a description of activities see first entry under Information Service.

**AG & FOOD LEGAL BR**

416-965-685

AG & FOOD, LEGAL BR provides legal services for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under Legal Services.

**AG & FOOD LIVESTOCK BR**

416-965-591

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a laboratory where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination Act.

livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

## **G & FOOD MILK COMMISSION OF ONTARIO**

416-965-3107

G & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and edible oils). Also interprets the Milk Act and its regulations for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling fluid milk and milk products, call the Milk Industry Branch, 965-2411.

## **G & FOOD MILK INDUSTRY BR**

416-965-2411

G & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

## **G & FOOD ONTARIO AGRICULTURAL MUSEUM**

416-878-8151

G & FOOD, ONTARIO AGRICULTURAL MUSEUM in Milton, Ontario, one of the museums operated by the Ontario Government, houses and displays tools, implements and artifacts associated with the history of Ontario agriculture.

## **G & FOOD ONTARIO CROP INSURANCE**

416-965-1811

G & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Its Farm Income Stabilization Program provides financial assistance during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission Office.

## **G & FOOD ONTARIO FARM MACHINERY BOARD**

519-824-4120

G & FOOD, ONTARIO FARM MACHINERY BOARD in Guelph (ext. 2463) investigates complaints regarding farm machinery and may bring together interested parties to solve problems involving farmers, dealers and manufacturers in Ontario.



**AG & FOOD ONTARIO FOOD COUNCIL**

416-965-770

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides consumer information, education and publications on the availability, storage, quality and nutritive value, purchase and use of Ontario foods. The Council provides administrative support to the Ontario Maple Syrup Producers Association.

**AG & FOOD ONTARIO FOOD TERMINAL BOARD**

416-259-547

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the order marketing of fruits and vegetables in Ontario.

**AG & FOOD ONTARIO STOCK YARDS BOARD**

416-767-110

AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the federal Livestock and Livestock Products Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of livestock and supervising large scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of livestock.

**AG & FOOD PERSONNEL BR**

416-965-740

AG & FOOD, PERSONNEL BR performs the personnel functions for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under Personnel.

**AG & FOOD PROGRAMS COORDINATION SECRETARIAT**

416-965-750

AG & FOOD, PROGRAMS COORDINATION SECRETARIAT coordinates policy and program planning and development and program delivery for the ministry. Maintains liaison with Cabinet Office, Policy and Priorities Board, Cabinet Committee for Resources Development, Management Board and other ministries and agencies. Develops and maintains program management and planning oriented information system to ensure widest and earliest possible consideration for policy and program proposals and to expedite program delivery and resource allocation. Initiates and maintains the Ministry's Affirmative Action Program.

**AG & FOOD PROVINCIAL PESTICIDE**

416-824-410

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soil, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.



**G & FOOD RURAL DEVELOPMENT BR**

416-965-7661

G & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, training and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

**G & FOOD SOILS AND CROPS BR**

416-965-1081

G & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

**G & FOOD VETERINARY SERV BR LABORATORY**

416-965-5841

G & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

**G & FOOD VETERINARY SERV BR MEAT INSPECTION**

416-965-5841

G & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

**G & FOOD VETERINARY SERV BR REGULATORY**

416-965-5841

G & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by diseases. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

## AG REPS

416-965-124

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crop machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (**AG REPS**) provide individual counselling, in-depth course commentaries over various media, displays and tours. Also act as resource for the Four-H (H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmer Association of Ontario. Contact **AG REPS** in county or district offices.

## AGE OF MAJORITY CARDS

Age of Majority Cards (liquor), see CCR Liquor Licence Board of Ontario.

## AGED

Aged, see Senior Citizens

## AGENCY OF RECORD

416-965-40

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. **Agency of Record** purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

## AGRICULTURAL PRODUCTION

Agricultural Production, see Ag & Food Economics Br

## AGRICULTURAL RESEARCH

Agricultural Research, see also Ag & Food Economics Br.

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires in research programs on agriculture, veterinary medicine and household science. Stimulates interest in **agricultural research** as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario laboratories at the University of Guelph (519-824-4120). In Toronto contact 965-6695.

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct **agricultural research** for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

## AGRICULTURAL SOCIETIES

416-965-1091

**AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR** gives grants to all the **agricultural societies** in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

## AGRICULTURE

**Agriculture & Food, Ministry of, see AG & FOOD Branch Name.**

## AHOP-HOME

416-965-9838

**HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME.** Ontario's Home Ownership Made Easy (HOME) plan is now part of a joint federal-provincial program. Provincial grants (of up to \$750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which builders had received Central Mortgage & Housing Corporation (CMHC) qualification for AHOP-HOME prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

## AIR

416-824-4120

**AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY** in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, **air** and human tissues. Interprets significance of analytical results. Contact laboratory for ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-5778

**ENV, AIR RESOURCES BR** sets **air** quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an **air** pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and their emissions. Administers environmental research grants. Contact regional office.

416-965-253

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste disposal, **air** and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-22

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, **air** and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-51

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; assists in approving installations emitting contaminants. Operates sensors to obtain pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Cent Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

## **AIR CONDITIONING CONTRACTORS**

Air Conditioning Contractors licence, see CCR Energy Safety Br

## **AIR SAMPLES**

Air Samples, see Labour Mining Health & Safety Br, also Labour Occupational Health Branch.

## **AIRCRAFT**

705-942-18

NAT RES. AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates fleet of **aircraft** for forest fire detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

## **AIRPORT**

416-965-3

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario administration.



ered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsite and community planning and infrastructure, **airport** construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

416-248-3621

R & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local **airport** systems and provincial air services (248-3625). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3631).

## ALCOHOL

Alcohol, see also CCR Liquor Licence Appeal Tribunal.

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, **alcohol**, ale, beer and wine) for home consumption and to licensed establishments through government stores throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply (965-4653). Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of **alcohol**, including special occasion permits. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and retailers retail outlets. For information on obtaining liquor licences call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of **alcohol** and drugs. Information is available about various social services for people concerned with psychoactive drugs including **alcohol**. The library of the

Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

416-965-8045

**HEALTH, CONSULTING SERVICES BR** Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, **Alcohol** and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

## ALCOHOLICS

416-965-2376

**COMM SOC, REHABILITATION BR** provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, **alcoholics**, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-595-6100

**HEALTH, ADDICTION RESEARCH FOUNDATION (ARF)** conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and drugs. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The library of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for **alcoholics** and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

## ALE

Ale, see Beer

## ALGONQUIN FORESTRY AUTHORITY

705-789-9647

**NAT RES, ALGONQUIN FORESTRY AUTHORITY** in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

## AMBULANCE

416-965-8034

**HEALTH, AMBULANCE SERVICES BR** is responsible for licensing and inspection of **ambulance** services in Ontario. Dispenses funds to, and generally monitors, these services. Operates a training program for volunteer & part-time driver/attendants, and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers. Coordination of air **ambulance** transfers is handled through York South Ambulance Service. Operates the Ontario **Ambulance** Services Information System. The branch does not accept requests for emergency ambulance service. Six Regional Coordinators perform decentralized planning & coordinating functions. If emergency **ambulance** service is required, consult inside cover of local telephone book or dial 'O' for operator and ask for Zenith 90,000.

## ANATOMY

Schools of Anatomy, see Sol Gen Chief Coroner's Office.

## ANIMAL SHELTERS

Animal Shelters, see Ag & Food Veterinary Serv Br Regulatory & Communicable Diseases.

## ANIMALS

Animals, see also Livestock, also Wildlife

416-965-5841

**AG & FOOD, VETERINARY SERV BR LABORATORY SECTION** operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from **animals** and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

**AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION** issues licences to and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering **animals** exempted by regulations under the Act.

416-965-5841

**AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES** Section administers the Acts concerning these veterinary requirements:



vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead **animals**. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory **animals**. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use **animal** for research.

416-965-423

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY** Public Health Consultants help to control disease common to man and **animals** (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians on project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

## ANTI-INFLATION

416-965-299

**TE & IA, ECONOMIC POLICY BR** researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and **anti-inflation** programs.

## ANTIVENIN

416-965-423

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY** Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians on project need for vaccine, serum and snake **antivenin**. For a list of **antivenin** depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-409

**HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASE** Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake **antivenin**. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

## APPEAL

416-965-310

**AG & FOOD, MILK COMMISSION OF ONTARIO** develops policy for producing, processing and marketing milk and dairy products. Serves as an **appeal** tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plant manufacturing oleomargarine and edible oils). Also interprets the Milk Act and its regulations.



tions for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-1912

**ATT GEN, ONTARIO MUNICIPAL BOARD** performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any **appeal** as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-5545

**ATT GEN, SUPREME COURT OF ONTARIO**, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of **Appeal**, which hears only appeals and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of **Appeal** sit in Toronto.

416-965-4728

**CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL**. This **Appeal** Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramdic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any **appeal** from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-922-3005

**CCR, HUDAC NEW HOME WARRANTY PROGRAM**. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously occupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both builders and buyers can **appeal** Corporation decisions with the Commercial Registration Appeal Tribunal.

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL holds public hearings on any **appeal** from persons aggrieved by Liquor Licence Board's decisions to: refuse to issue, renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; impose terms and conditions on an individual; refuse to register an agent or representative; issue an interdiction order; issue an Order of Cessation of advertisement or public notice.

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-g geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an **appeal** may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-964-3556

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an **appeal** tribunal which hears landlord and tenant appeals on decisions of the Ontario Rent Review Program.

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are **appeal** tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any **appeal** re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-236

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to **appeal** decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefit (financial allowances for single mothers, permanently unemployable fathers, foster children etc.).

416-965-253

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of **appeal** to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste

disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of **appeal** to persons affected by decisions of the Ministry of the Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and **appeal** boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any **appeal** from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and **appeal** hearings. Contact Queen's Park or regional offices.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may **appeal** a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## APPRENTICESHIP

416-965-4211

POLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the Ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: **apprenticeship** including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.



416-965-6134

**COLL UNIV, INFORMATION RESOURCES BR.** Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), **apprenticeship** (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnic Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

## **ARBITRATION**

416-965-1455

**CIV SERV, PUBLIC SERVICE APPEAL BOARDS.** The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Board, Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). **Arbitration** Boards (ad hoc) hear and adjudicate dispute between employees and unions re wages, collective agreements, etc.

416-965-0200

**LABOUR, ONTARIO LABOUR RELATIONS BOARD** administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes **Arbitration** Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiation Acts. The Ontario Labour Relations Board deals with certification of employee trade union and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts **arbitration** hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-566

**LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION** approves persons as chairmen of **Arbitration** Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes **Arbitration** Act. Performs administrative functions for **arbitration** boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management



Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

416-965-3348

**SOL GEN, ONTARIO POLICE ARBITRATION COMMISSION** is responsible for monitoring and evaluating the effectiveness of the police **arbitration** system and making recommendations for its improvement.

## ARCHAEOLOGICAL

Archaeological, see also Cult & Rec Royal Ontario Museum.

416-965-2336

**CULT & REC, CONSERVATION REVIEW BOARD** holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of **archaeological** licence, or designates **archaeological** or historic sites.

416-965-5727

**CULT & REC, HERITAGE TRUST BR** develops the arrangements and agreements leading to the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historical or architectural value, parkland of scenic, recreational or **archaeological** interest, items of **archaeological** importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490

**CULT & REC, HISTORICAL PLANNING AND RESEARCH BR** provides research and information on historical and **archaeological** resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving heritage landscapes. Provides the Ontario Heritage Foundation with professional **archaeological** assistance (e.g. granting program). Answers inquiries about **archaeological** licences. Contact Regional Archaeologists (South Central Region, Toronto 965-8258).

416-965-9504

**CULT & REC, ONTARIO HERITAGE FOUNDATION** advises the Minister of Culture & Recreation on issuing **archaeological** licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

## ARCHITECTS

416-965-2740

**ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT** was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions

are to operate. The particular statutes being reviewed are **Architects Act**, **Law Society Act**, **Notaries Act** (notaries public), **Professional Engineers Act** and **Public Accountancy Act**.

## ARCHITECTURAL CONSERVATION

Architectural Conservation, see also Cult & Rec Conservation Review Board.

416-965-7635

**CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL** Conservation Section provides technical support for Ontario Heritage Foundation grants or loans to encourage **architectural conservation** or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local **architectural conservation** advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-5727

**CULT & REC, HERITAGE TRUST BR** develops the arrangements and agreements leading to the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historical or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for **architectural conservation** or restoration where necessary, as well as for custody, use or display.

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**CULT & REC, ONTARIO HERITAGE FOUNDATION** advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for **architectural conservation** to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires usually by donation, heritage properties, parkland, works of art and historical artifacts.

## ARCHIVES

Archives of Ontario, see also Cult & Rec Festival Ontario.

416-965-403

**CULT & REC, ARCHIVES OF ONTARIO** acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training course (965-2187).

**ARDA**

416-965-7661

**AG & FOOD, RURAL DEVELOPMENT BR.** The Ontario Agricultural Rehabilitation and Development Act (**ARDA**) established under federal-provincial rural development agreement. Serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact **ARDA** county or district office.

**ART**

Art, see Arts. Art in Ontario Government buildings, see Govt Serv Design Services Br.

**ART GALLERIES**

Art Galleries, see also Art Gallery of Ontario, McMichael Canadian Collection.

416-961-1660

**CULT & REC, ONTARIO ARTS COUNCIL**, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, **art galleries** and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-965-6256

**CULT & REC, PUBLIC ART GALLERIES GRANTS** Program, part of Arts Services Branch, assists eligible non-profit community **art galleries** through grants for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and gallery operations information. Applications available through main office or field offices. **Art galleries** may also apply to Ontario Arts Council for help with program and exhibition expenses.

**ART GALLERY OF ONTARIO**

416-361-0414

**CULT & REC, ART GALLERY OF ONTARIO** cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

## ART RENTAL

Art Rental, see Cult & Rec Art Gallery of Ontario

## ARTICLES OF AMENDMENT

Articles of Amendment, see CCR Companies Services Br.

## ARTICLES OF INCORPORATION

Articles of Incorporation, see Incorporation

## ARTIFACTS

Artifacts, see Ontario Heritage Foundation, also Royal Ontario Museum, Ag & Food Ontario Agricultural Museum.

## ARTIFICIAL LIMBS

Artificial Limbs, see Prosthetics.

## ARTISTS

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch provides information and in some cases grants to community associations, individual **artists** and arts groups involved in interprovincial or international cultural exchanges. Also encourages a variety of cultural exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-893-112

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian **artists** including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston, A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All morning and all day Monday are reserved for school tours by appointment.

416-961-166

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative **Artists** In Schools (CAIS) and ONTOUR which assists concert **artists**, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.



## ARTS

416-361-0414

**CULT & REC, ART GALLERY OF ONTARIO** cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

416-965-6256

**CULT & REC, ARTS SERVICES BR** develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating grants to provincial cultural institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the Wintario Non-Capital Arts Program and provides grants for cultural exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec Cultural Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

416-965-5399

**CULT & REC, CAPITAL SUPPORT UNIT** coordinates all capital support programs of the Ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-595-5281

**CULT & REC, CJRT-FM** provides educational opportunities for the citizens of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

416-965-6256

**CULT & REC, CULTURAL EXCHANGE PROGRAM**, part of Arts Services Branch, provides information and in some cases grants to community associations, individual artists and arts groups involved in interprovincial or international cultural exchanges. Also encourages a variety of cultural exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-965-6256

**CULT & REC, FESTIVAL ONTARIO**, under the Arts Services Branch, will coordinate exhibits from major cultural and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, eMichael Canadian Collection, etc.) and make these available free of charge to

communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-965-0617

**CULT & REC, FIELD SERVICES BR.** Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the local level. By providing consultative services to community groups this Branch aids in the development of recreation and cultural activities locally. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional **arts** councils, etc.

416-961-1660

**CULT & REC. ONTARIO ARTS COUNCIL**, created to promote the study, enjoyment of, and production of works in the **arts**, provides grants in response to written applications from performing and creative **arts** groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional **arts** councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional **arts** resources, and Franco-Ontarian community arts.

416-965-6763

**CULT & REC, RESOURCE CENTRE** and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, **arts** and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-978-3690

**CULT & REC, ROYAL ONTARIO MUSEUM**, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the **arts**, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-2390

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital

sports, recreation, fitness, **arts**, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

## ASSESSMENT

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business **assessment** based on real property valuation for municipal tax purposes. For further information on real property **assessment**, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For **assessment** complaints, contact Regional Registrar of Assessment Review Court.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act and under the **Assessment** Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-4069

NAT RES, MINE TAX ASSESSMENT issues annual **assessment** (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value **assessment** program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the **Assessment** Act, assesses the value of real property in Ontario, which **assessment** local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (965-3905). Conducts related technical research (965-3305).

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of tax, property **assessment**, public finance, legislation and



government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

## ASSETS DISPOSAL

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service. Three commodity sections: Furniture & Furnishings (965-1247), Office Products (965-4751), Special Products (965-3084) administer a collective purchasing program for commonly used commodities; purchase equipment for new Ontario government facilities; purchase goods and services for operational requirements of the Ministry. Central purchasing authority for furniture and furnishing needs of all ministries and agencies rests with the Furniture & Furnishings Section. Supplier Development Section (965-6937) supports branch by developing supplier lists, maintaining a vendors catalogue library, identifying and evaluating new suppliers. Operates the Public Tenders Office (965-1152) to receive tenders for government supply contracts. **Assets Disposal** Section (259-7809) receives, warehouses and arranges for re-use or disposal of surplus furniture, equipment, materials.

## ASSIGNMENT OF BOOK DEBTS

Assignment of Book Debts, see CCR Personal Property Registration Br.

## ASSISTED HOME OWNERSHIP PROGRAM

Assisted Home Ownership Program, see AHOP-HOME.

## ATHLETES

416-965-6544

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario **athletes** and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of **athletes**, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur **athletes** for training and competition.

## ATHLETICS COMMISSIONER

416-965-4171

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

## ATT GEN ASSESSMENT REVIEW COURT

416-965-7571

ATT GEN. ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further



information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

## **ATT GEN AUDIT SERVICES BR**

416-965-4223

ATT GEN, AUDIT SERVICES BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under Audit. The branch also administers the Defaulted Fines Control Centre (driver's licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

## **ATT GEN BLIND PERSONS RIGHTS ACT**

416-965-5184

ATT GEN, BLIND PERSONS RIGHTS ACT of 1976 provides that blind persons shall not be denied accommodation, occupancy, services or facilities, or discriminated against because he or she keeps or is accompanied by a guide dog. An identification card is issued upon written application as prima facie proof that the blind person and his or her dog are entitled to the provisions of this Act.

## **ATT GEN BOARD OF NEGOTIATION**

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

## **ATT GEN BOARD OF VALUATION**

416-965-2867

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, compensation shall be paid to the property owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount fixed, they may appeal to the Ontario Municipal Board.

## **ATT GEN COMMON LEGAL SERVICES**

416-965-2535

ATT GEN, COMMON LEGAL SERVICES is responsible for provision of lawyers to the ministries of the Ontario government. Coordinates and assists in general legal advice to these ministries.

## **ATT GEN COMMUNICATIONS BR**

416-965-1664

ATT GEN, COMMUNICATIONS BR provides information service for the Ministry of the Attorney General. For a description of activities see first entry under Information Service.

## **ATT GEN COUNTY AND DISTRICT COURTS**

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount

claimed; in general the limit is \$7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

## **ATT GEN COURTS ADMINISTRATION PROGRAM**

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

## **ATT GEN CRIMINAL INJURIES COMPENSATION BOARD**

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependents of an innocent victim of a fatal occurrence. Also provides compensation to police and others taking part in law enforcement.

## **ATT GEN CROWN ATTORNEYS**

416-965-3911

ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in 47 districts and counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation.

## **ATT GEN CROWN ATTORNEYS' OFFICE**

416-965-733

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes a Criminal Code of Canada offences occurring within this Judicial District. Crown Attorney inform police, lawyers and the public on general matters related to such offences. Member attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bailies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

**ATT GEN CROWN LAW OFFICE CIVIL**

416-965-4118

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides the Ontario Government with civil litigation in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals. Examines applications for judicial review to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this ministry. Acts for the Queen's Proctor in divorce matters. The Constitutional Law Branch of this office handles cases involving constitutional questions.

**ATT GEN CROWN LAW OFFICE CRIMINAL**

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

**ATT GEN FINANCE & SERVICES BR**

416-965-1291

ATT GEN, FINANCE & SERVICES BR, in addition to the usual financial management and accounting functions provides the ministry with administrative services. For descriptions of functions, see first entries under Administrative Services and Accounting.

**ATT GEN LAND COMPENSATION BOARD**

416-965-1012

ATT GEN, LAND COMPENSATION BOARD determines compensation for land taken through expropriation by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

**ATT GEN LEGISLATIVE COUNSEL SERVICES**

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. Drafts legislation (bills and regulations), prepares annual statute books and files and publishes regulations. For information on regulations, contact 965-2854.

**ATT GEN NATIVE COURT WORKER PROGRAM**

416-965-5184

ATT GEN, NATIVE COURT WORKER PROGRAM, Programs Admin Div, was initiated in 1972 by the Province of Ontario and the Federal government to meet the needs of native peoples who may be at a disadvantage when appearing before the courts. The Ontario Federation of Indian Friendship Centres is responsible for operating the program in 20 centres throughout the province.

**ATT GEN OFFICIAL GUARDIAN**

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually children under 18 years of age or the mentally incompetent, as well as



unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases.

**ATT GEN ONTARIO LAW REFORM COMMISSION**

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions.

**ATT GEN ONTARIO MUNICIPAL BOARD**

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

**ATT GEN PERSONNEL MANAGEMENT BR**

416-965-2555

ATT GEN, PERSONNEL MANAGEMENT BR performs the personnel functions for the Ministry of the Attorney General. For a description of branch activities, see first entry under Personnel.

**ATT GEN PLANNING AND EVALUATION BR**

416-965-6611

ATT GEN, PLANNING AND EVALUATION BR provides assistance and advice to the ministry to develop and implement improved management systems and planning processes in the various programs and activities.

**ATT GEN POLICY DEVELOPMENT DIV**

416-965-6271

ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during legislation. Operates the ministry library which serves the Crown Law Office and field offices.

**ATT GEN PROFESSIONAL ORGANIZATIONS PROJECT**

416-965-2771

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, Law Society Act, Notaries Act (notaries public), Professional Engineers Act and Public Accountancy Act.

**ATT GEN PROVINCIAL COURTS CRIMINAL DIV**

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and



offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

## **ATT GEN PROVINCIAL COURTS CRIMINAL DIV METRO**

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

## **ATT GEN PROVINCIAL COURTS FAMILY DIV**

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

## **ATT GEN PUBLIC TRUSTEE**

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

## **ATT GEN REFEREE OF THE SMALL CLAIMS COURTS**

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office

also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 50 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

## **ATT GEN SMALL CLAIMS COURTS**

ATT GEN, SMALL CLAIMS COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed \$100,000. There are 129 small claims courts in Ontario; for location or phone numbers call Court Administration Program, 965-7945 or consult government listing in local telephone directory.

## **ATT GEN SUPREME COURT OF ONTARIO**

416-965-5541

ATT GEN, SUPREME COURT OF ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

## **ATT GEN SUPREME COURT OF ONTARIO REGISTRAR'S**

416-965-5542

ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582) and bankruptcy (965-5573). Provides certified copies of court documents, e.g. final divorce decree (965-5563). For listing of cases for trial contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

## **ATT GEN SURROGATE COURT**

416-965-7418

ATT GEN, SURROGATE COURT probates wills of persons who die testate (with a Will) and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for custody of children. The Surrogate Court also handles contested claims against estates, Wills, trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Wills. Contact local Surrogate Court Registrar.

## **ATT GEN SYSTEMS DEVELOPMENT BR**

416-965-5543

ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations to realize adequate and less costly administration of justice.

## **ATTORNEY GENERAL**

Attorney General, Ministry of, see ATT GEN Branch Name.

## AUCTIONEERS

uctioneer's (livestock) licence, see Ag & Food Livestock Br.

## AUDIT

udit Branch in each ministry is responsible for its audit functions which include review and appraisal of ministry accounting, financial and operational controls.

416-965-3241

AG & FOOD, AUDIT SERVICES BR is responsible for the Ministry's **audit** function. For a description of the function see first entry under Audit. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

416-965-4223

TRANSPORTATION GEN, AUDIT SERVICES BR is responsible for the Ministry's **audit** functions. For a description of activities see the first entry under Audit. The branch also administers the defaulted Fines Control Centre (driver's licence suspension system). Contact 965-3711, 965-012 or 965-0296.

416-963-0435

CRIMINAL JUSTICE, INTERNAL AUDIT is responsible for the ministry's **audit** function. For a description of the function see first entry under Audit.

416-965-3236

EDUCATION, INTERNAL AUDIT SERVICES BR is responsible for the ministry's **audit** function. For a description of function see the first entry under Audit.

416-965-5214

COMMUNITY DEVELOPMENT SOC, AUDIT SERVICES BR is responsible for the ministry's **audit** function. For a description of the function, see first entry under Audit.

416-750-3372

CONSUMER AFFAIRS SERV, INTERNAL AUDIT BR is responsible for the ministry's **audit** function. For a description of the function, see first entry under Audit.

416-965-9941

CULTURAL AFFAIRS & RECREATION, INTERNAL AUDIT is responsible for the ministry's **audit** function. For a description of functions see first entry under Audit.

416-965-6978

ENVIRONMENTAL AFFAIRS, INTERNAL AUDIT BR is responsible for the ministry's **audit** function. For a description of the function see the first entry under Audit.

416-965-4805

GOVERNMENT OPERATIONS SERV, AUDIT BR is responsible for the ministry's **audit** function. For a description of the function see first entry under Audit.

416-965-4338

HEALTH, AUDIT BR is responsible for the ministry's **audit** function. For a description of the function, see first entry under Audit.

416-965-989

HOUSING, AUDIT OPERATIONS BR is responsible for the ministry's **audit** function. For a description of the function see first entry under Audit.

416-965-451

IND TOUR, OPERATIONAL REVIEW BR is responsible for the ministry's **audit** function. For a description of the function, see the first entry under audit. In addition, the branch is responsible for operational reviews of the Ministry's world-wide programs carried out through its offices abroad. These reviews evaluate effectiveness of these programs and provide vital input to Ministry decisions.

416-965-411

LABOUR, AUDIT SERVICES is responsible for the ministry's **audit** function. For a description of the function see first entry under Audit.

416-965-401

NAT RES, INTERNAL AUDIT BR is responsible for the ministry's **audit** function. For a description of the function, see first entry under Audit.

416-965-131

OFFICE OF THE PROVINCIAL AUDITOR carries out the statutory requirements imposed under the **Audit** Act and other statutes of the province. The Provincial Auditor manages the **audit** of the Consolidated Revenue Fund as well as that of ministerial and quasi-judicial agencies.

416-965-521

REVENUE, AUDIT SERVICES BR is responsible for the Ministry's **audit** function. For a description of the function, see the first entry under Audit.

416-965-501

SOL GEN, INTERNAL AUDITOR is responsible for the Ministry's internal **audit** function. For a description of activities, see first entry under Audit.

416-965-511

TE & IA, INTERNAL AUDIT SERVICES BR provides an internal **audit** capacity with the ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the ministry. For a description of functions, see first entry under Audit.

416-248-331

TR & COMM, INTERNAL AUDIT BR performs the **audit** functions for this Ministry and the Ministry of Northern Affairs as described in the first entry under Audit. In addition, the branch analyzes Ministry claims negotiations and advises on settlements. The Branch audits Ministry electronic data processing systems, design drawings and tender documents prior to awarding of contracts, payment records on Ministry, and Ministry-subsidized contracts. It also audits contractors and suppliers records, and municipal records to ensure that subsidies are spent as approved.

## AUTOMOBILE

Automobile, see Vehicles



## AUTOPSIES

416-965-6678

**OL GEN, CHIEF CORONER'S OFFICE.** Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order **autopsies** for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Issue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 416-6678).

416-965-1554

**OL GEN, FORENSIC PATHOLOGY BR** assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through **autopsies** and biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

## AVIATION

416-248-3621

**R & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR** subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for **aviation** assistance; plans for development of local airport systems and provincial air services (248-3625). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3631).

## AVIATION FUEL

Aviation Fuel, see Revenue Gasoline Tax Br

## AWARDS

Awards, see Ontario Medal. For financial assistance to students, see Student Awards.

## BAIL

416-965-7338

**TT GEN, CROWN ATTORNEYS' OFFICE.** Judicial District of York prosecutes all criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office

activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding **bail** monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-752

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with a criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on **bail** procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the **Bail Office** (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

## BAILIFFS

416-965-281

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, **bailiffs**, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-733

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes a Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding **bail** monies for disposition, issuance of bailiff's licence and investigating complaints against **bailiffs**. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-471

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, **bailiffs**, consumer credit reporting

agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private **bailiffs**), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidal Sales (pyramidal schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private **bailiffs**, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidal schemes under the Pyramidal Sales Act. Recommends appointments under the **Bailiffs** Act.

## BANKING

Savings Bank, see Revenue Prov. of Ontario Savings Office.

416-965-5273

E & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue and transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with **banking** community.

## BANKRUPTCY

Bankruptcy, for Bankruptcy Court, see Att Gen Supreme Court of Ontario Registrar's.

**BASINS**

416-965-695

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resource surveys and river **basins** water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

**BEACH**

416-965-182

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The **Beach** Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

**BEEF**

Beef, see Ag & Food Livestock Br, also Ag & Food Veterinary Serv Br Meat Inspection Section.

**BEER**

Beer, see Liquor.

**BEES**

Bees (honey production), see Ag & Food Farm Products Inspection Br.

**BELL CANADA**

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions re telecommunications services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on **Bell Canada** and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. Telecommunications Systems Engineering Office (248-3567) provides related assistance. Communications Division; assists independent telephone industry in modernization plan; consults and advises the Ontario Telephone Service Commission on technical matters.

**BICYCLES**

Bicycles, see Tr & Comm Public & Safety Information Br

**BILINGUAL**

Bilingual, see also Bilingualism

416-965-41

CIV SERV, FRENCH LANGUAGE SERVICES GROUP offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of **bilingual** staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil service exchanges.



416-965-5241

**COLL UNIV, STUDENT AWARDS BR** has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for **bilingual** study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

## BILINGUALISM

**Bilingualism**, see also **Bilingual**

416-965-3865

**OFFICE OF THE COORDINATOR ON BILINGUALISM** coordinates the implementation of the Government's **bilingualism** policy (provision of French language services to the public). Provides related information and advice to other Ontario Government ministries, the media and the public.

416-965-3514

**E & IA, MUNICIPAL ADMINISTRATION BR** encourages and assists Ontario municipalities in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on incorporation in municipalities. Offers financial assistance for municipal **bilingualism** programs.

## BILLBOARDS

**Billboards** by Highways, see **TR & COMM Operations Regional Operations**

## BILLS

416-965-2841

**ATT GEN, LEGISLATIVE COUNSEL SERVICES** provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. Drafts legislation (**bills** and regulations), prepares annual statute books and files and publishes regulations. For information on regulations, contact 965-2854.

416-965-6271

**ATT GEN, POLICY DEVELOPMENT DIV** duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of **bills** during legislation. Operates the ministry library which serves the Crown Law Office and field offices.

416-965-206

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, **Bills**, Votes and Proceedings and Order Papers (965-2238). Publishes the Ontario Government Telephone Directory (965-3004). Duplication Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to libraries through a province-wide library depository system.

416-965-14

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature. Rules pertaining to Private **Bills** and select and standing committees. Also provides certified copies of **bills**.

## BINGOS

416-963-02

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include **bingos**, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

## BIRDS

Birds, see Ornithology, also Waterfowl, Wildlife.

## BIRTH CONTROL

Birth Control, see Family Planning.

## BIRTHS

416-965-1

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario **births**, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to **births**, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of \$3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificate of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of **births** or deaths.

## BLIND

416-965-5184

ATT GEN, BLIND PERSONS RIGHTS ACT of 1976 provides that **blind** persons shall not be denied accommodation, occupancy, services or facilities, or discriminated against because he or she keeps or is accompanied by a guide dog. An identification card is issued upon written application as prima facie proof that the blind person and his or her dog are entitled to the provisions of this Act.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the **blind**, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the **blind** is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans Pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the **blind** and disabled), Family Benefits financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the **blind** and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates ministry summer courses for teachers of exceptional students.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (AS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and Vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles



eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the **blind** & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

## BLOOD DONOR CLINICS

416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the United Way, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes **blood donor clinics** for Ontario Government employees in the Toronto area.

## BOARD OF EDUCATION

Board of Education, see School Boards

## BOATING

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), **boating** and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5111

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, **boating**, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-7888

NAT RES, FISHERIES BR provides information on fishing conditions and regulation open seasons, limits, licences, fish farming regulations, fish identification and conservation hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and stream



as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on **boating** restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

## BODIES

416-965-6678

**SOL GEN, CHIEF CORONER'S OFFICE.** Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of **bodies** out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of **bodies** or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed **bodies**. Contact Regional Coroner (York Region: 965-6678).

## BOILERS

416-965-4121

**CCR, PRESSURE VESSELS BR** strives to minimize the risk of loss of life and property arising from the operation of **boilers** and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

## BONDS

Bonds, see also Securities. Bonding of Itinerant Sellers, see CCR Central Registration Br.

416-963-0389

**CCR, COMPANIES SERVICES BR RECORDS** Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as mortgages, **bonds**, debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0373

**CCR, COMPANY LAW BR** provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate **bonds**, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

## BOOK PUBLISHING

Book Publishing, see Publishing

## BOOKSTORE

Bookstore, see Ontario Government Bookstore

**BOTANY**

Botany, see also Nat Res Forest Resources Br, also Nat Res Ontario Forest Research Centre.

416-527-1158

**CULT & REC, ROYAL BOTANICAL GARDENS (RBG)** in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and **botany**, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-978-3690

**CULT & REC, ROYAL ONTARIO MUSEUM**, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. **botany**, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

**BOUNDARY LINES**

416-965-7548

**CCR, LAND BOUNDARIES PROGRAM**, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of **boundary lines** which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

**BOXING**

416-965-4173

**CULT & REC, OFFICE OF ATHLETICS COMMISSIONER** regulates professional **boxing** and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

**BREATHALYZERS**

416-965-2561

**SOL GEN, CENTRE OF FORENSIC SCIENCES** prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of **breathalyzers** and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

## BRIDGES

416-248-3611

TR & COMM, ENGINEERING CLAIMS OFFICE assesses claims for additional costs submitted by contractors awarded ministry engineering contracts including all phases of highways construction and maintenance, construction of **bridges** and tunnels and associated work.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, **bridges** and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs **bridges** and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal **bridges** and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway **bridges** design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & prepares provision and to develop reliability models for different transit systems.

## BROADCASTING

Broadcasting, see also Television.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops Ontario government policy in communications field. Activities include: development of **broadcasting**, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to telecommunications

services and systems. Has data bank of information on population served by **broadcasting** and cable firms and on television viewing habits (248-3961).

## **BROKERS**

Brokers, see also CCR Commercial Registration Appeal Tribunal.

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business **Brokers**, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, **brokers**, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about **brokers** and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business **brokers** and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

## **BRUCELLOSIS**

Brucellosis, see Ag & Food Veterinary Services Br Regulatory & Communicable Diseases Section, also Health Community Health Protection Br Veterinary.

## **BUDGET**

Budget, see also TE & IA Financial Information & Accounting Policy Br.



416-965-3707

**NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B).** This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority **Budget** in Northern Ontario administered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsites and community planning and infrastructure, airport construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

416-965-7081

**TE & IA, ECONOMIC DEVELOPMENT BR** functions include: development and recommendation of economic development policies concerning the broad strategies for the five planning regions in Ontario; analysis of specific economic development proposals and issues with significant regional impact and the development of appropriate policy options; analysis of sectors with major economic and regional development significance; coordination of negotiations with the Department of Regional Economic Expansion on behalf of the Province; project development, analysis and monitoring for the Regional Priority **Budget** in Southern Ontario.

416-965-3505

**TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR** coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops **budget** options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over \$450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671

**TE & IA, MUNICIPAL FINANCE BR** analyzes and evaluates the financial performance of Ontario's local governments; develops **budget** options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

416-965-5058

**TE & IA, TAXATION AND FISCAL POLICY BR** coordinates preparation of provincial **budget** and Ontario Finances (progress report on **budget** performance). Researches and develops tax and fiscal policy alternatives for government.

## BUILDERS

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all **builders** of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both **builders** and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan is now part of a joint federal-provincial program. Provincial grants (of up to \$750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which **builders** had received Central Mortgage & Housing Corporation (CMHC) qualification for AHOP-HOME prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-9819

HOUSING, LAND MARKETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to **builders** for cash. Whenever possible 'no frill' modest housing will be constructed and sold by **builders** who will be required to arrange their own financing through private lending institutions.

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION provides mortgage financing to **builders** for construction of new housing under the Ministry's programs. Interest rates are below market rates on new housing. Low to middle income buyers who meet government criteria assume mortgages when purchasing their homes.

## BUILDING CODE

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a **building code** for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario Plumbing Code which is at present Reg. 647 of the Ontario Water Resources Act.

## BURIALS

416-963-0511

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit cemeteries, burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about cemeteries and **burials**. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the registrar of the Board of Funeral Services, First Floor, 25 Grosvenor St., Toronto, 921-5164.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for **burials**. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

## BURSARIES

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or **bursaries** to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school **bursaries** (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-



6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-5887

**HEALTH, STRATEGIC PLANNING & RESEARCH BR** provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides **bursaries** for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery grants for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

## BUS

416-630-2635

**TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA)** was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter **bus** service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

416-248-7154

**TR & COMM. DRIVERS & VEHICLES REGIONAL OPERATIONS**, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor vehicles including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor vehicles auditing of school **bus** inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

416-248-7146

**TR & COMM. HIGHWAY CARRIER LICENSING SECTION**, Licensing & Control Branch issues licences to public vehicles (PV), e.g. **bus** and charter operations and to public commercial vehicles (PCV), e.g. trucks, truck tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.



416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, **bus** applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all **bus** and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

## BUSINESS

Business, see also Corporations, Industry

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any **business** registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and **Business** Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a **business** establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair **business** practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramid schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of **business** corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships, limited partnerships and proprietorships. Registers corporations that carry on **business** in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above **business** ventures.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of **business** and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0331

CCR, CONSUMER ADVISORY SERVICES BR operates Consumer Services Bureaux across Ontario (see CCR Consumer Services Bureau). The branch has officers who can speak to consumer and **business** groups on consumer protection laws under the Business Practices Division.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair **business** practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The **Business** Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small **business** (963-0259).

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and **business** brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small **business**, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and **business** planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For **business** counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small **business** for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturing industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturing industries through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The **Business** Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices in Metro Toronto, 491-7680).

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, **business** and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-354) analyzes major economic issues to develop recommendations that will enhance the



Ontario **business** environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the **business** community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists **business** and the manufacturing industry in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital projects abroad. Organizes trade, technology and **business** opportunity missions, international trade fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-571

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on sector basis. Develops analyses on a sector basis for the information of government officials and the **business** community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.

416-965-456

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international trade, technology, tourism, small **business** industry and related subjects. Permits access to its facilities for research purposes.

416-965-340

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small **business**. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to **Business** Schools at Ontario universities for employment of their students in providing consultant services to small **business** during the summer vacation. Contact Queen's Park (965-9380) or Ministry Region Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.



416-922-5450

**OL GEN, RETAIL BUSINESS HOLIDAYS ACT** came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail **business** establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain **business** establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may exempt an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

416-965-7078

**IE & IA, CENTRAL STATISTICAL SERVICES** supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, **business**, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

416-248-3634

**R & COMM, ECONOMIC POLICY OFFICE** develops economic policies for the transportation sector. Assists small **business** with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

## **BUSINESS DISTRICTS**

**Business Districts improvement**, see Housing Community Renewal Br (B), also Ind & Tour Consultative Services Br Grants.

## **CABINET COMMITTEE ON CONFEDERATION**

416-965-1020

**CABINET COMMITTEE ON CONFEDERATION** advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces.

## **CABINET OFFICE**

416-965-3581

**CABINET OFFICE** performs an administrative function for Cabinet meetings and Cabinet committees. Functioning internally, the Office does not serve the public directly. Referrals for information on the structure of the Cabinet should be sent to Cabinet Office, Room 381, Legislative Bldg., Queen's Park, Toronto.

## CABLE TELEVISION

Cable Television, see TR & COMM Communications Policy Br

## CAISSES POPULAIRES

Caisses Populaires, see Credit Unions

## CAMPGROUNDS

Campgrounds, see also Camps

416-965-576

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports. **campgrounds** vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-274

NAT RES. PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages **campgrounds**, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

613-543-295

NAT RES. ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, **campgrounds** and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

## CAMPS

Camps, see also Campgrounds

416-965-26

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations at the Ministry on sports and recreation. Leadership Section (965-7505) has consultants (recreation) to advise those who provide professional preparation at colleges and universities to train teachers within the school system and recreationists of municipalities; and administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped.

senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit **camps**.

416-965-7678

**HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH** Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational **camps** and other facilities, housing and institutions. Licenses summer **camps**. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

### CANADA STUDENT LOAN

Canada Student Loan, see Coll Univ Student Awards Br.

### CANADIAN LEARNING MATERIALS FUND

Canadian Learning Materials Fund, see Educ Curriculum Br

### CANADIANA

Canadiana, see Royal Ontario Museum.

### CANCER

416-423-4240

**HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION** conducts regional treatment centres where treatment of **cancer** by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for **cancer** research and medical graduates are encouraged to work on **cancer** treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

### CANOE ROUTES

416-965-5134

**NAT RES, ADMINISTRATIVE SERVICES BR**, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including **canoe routes**. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

416-965-2745

**NAT RES, PARK MANAGEMENT BR** manages provincial parks, **canoe routes**, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks.

For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

## CAR

Car, see Vehicles

## CAR POOLING

Car Pooling, see Tr & Comm Systems Research Transit Systems.

## CAREER COUNSELLING

Career Counselling in Ontario Public Service, see Civ Serv Staff Development Br (A).

## CASH MANAGEMENT

Cash Management, Province of Ontario, see TE & IA Finance Management Br

## CATERING

Catering Contracts for Cafeterias, see Govt Serv Property Management Br

## CATTLE

Cattle, see Livestock

## CCR ADMINISTRATIVE SERVICES BR

416-963-035

CCR, ADMINISTRATIVE SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

## CCR BUILDING CODE BR

416-965-581

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario Plumbing Code which is at present Reg. 647 of the Ontario Water Resources Act.

## CCR CEMETERIES BR

416-963-051

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit cemeteries, burial grounds, church yards, mausolea, crematoriums and columbaria. The branch also answers inquiries and investigates complaints about cemeteries and burials. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the registrar of the Board of Funeral Services, First Floor, Grosvenor St., Toronto, 921-5164.

## CCR CENTRAL REGISTRATION BR

416-963-041

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business



establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

## CCR COMMERCIAL REGISTRATION APPEAL

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, billing and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

## CCR COMMERCIAL REGISTRATION BR

416-963-0364

CCR, COMMERCIAL REGISTRATION BR protects the public interest by administering the annual licensing or registration of businesses under these acts: Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Agents, Bailiffs, Collection Agencies, Mortgage Brokers, and Consumer Reporting. Contact CCR Central Registration Br which performs mutual registration functions.

## CCR COMMERCIAL STUDIES

416-963-0309

CCR, COMMERCIAL STUDIES conducts ministry research projects. Has general information on franchises.

## CCR COMMUNICATIONS SERVICES BR

416-963-0339

CCR, COMMUNICATIONS SERVICES BR provides information service for the Ministry of Consumer and Commercial Relations. For a description of activities, see first entry under Information Service. See also CCR Consumer Information Centre. For specific consumer complaints contact appropriate branches described separately in this index.

## CCR COMPANIES SERVICES BR

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

## CCR COMPANIES SERVICES BR CORPORATION

416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of

charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deal with arrears statements re notices of change, default notices and revival of corporations.

## **CCR COMPANIES SERVICES BR CORPORATION NAMES**

416-963-054

CCR, COMPANIES SERVICES BR CORPORATION NAMES Section deals with the approval and reservation of corporate names for new incorporations and proposed changes of names by existing corporations.

## **CCR COMPANIES SERVICES BR PARTNERSHIPS**

416-963-051

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deal with registration of partnerships, limited partnerships and proprietorships. Registers corporations that carry on business in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business ventures.

## **CCR COMPANIES SERVICES BR RECORDS**

416-963-038

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as mortgages, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

## **CCR COMPANY LAW BR**

416-963-037

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

## **CCR CONSUMER ADVISORY SERVICES BR**

416-963-033

CCR, CONSUMER ADVISORY SERVICES BR operates Consumer Services Bureau across Ontario (see CCR Consumer Services Bureau). The branch has officers who can speak to consumer and business groups on consumer protection laws under the Business Practices Division.

## **CCR CONSUMER INFORMATION CENTRE**

416-963-111

CCR, CONSUMER INFORMATION CENTRE, part of Communications Services Branch provides bilingual consumer information service for the general public, a library of consumer and corporate resource materials, previewing of materials by mail for consumer educators and consulting services to professionals working with consumers in the field.

**CCR CONSUMER SERVICES BUREAU**

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

**CCR COOPERATIVE SERVICES BR**

416-963-0515

CCR, COOPERATIVE SERVICES BR administers the legislation affecting cooperatives. Also gives advice and information to co-ops or individuals on their incorporation.

**CCR CREDIT UNIONS BR**

416-963-0515

CCR, CREDIT UNIONS BR supervises, requires licences and sets minimum standards for credit unions and caisses populaires. These standards govern the incorporation, management audit and dissolution of credit unions.

**CCR ELEVATING DEVICES BR**

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

**CCR ENERGY SAFETY BR**

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

**CCR FINANCE & PROGRAM EVALUATION BR**

416-963-0261

CCR, FINANCE & PROGRAM EVALUATION BR provides all operating programs of the ministry with financial management and accounting services such as payroll reconciliation, accounts payable, formulation of program estimates in keeping with branch budgets. Receives and processes all revenues received by the ministry. Develops ministry policies and procedures re financial control and management performance reporting systems.

**CCR FINANCIAL INSTITUTIONS**

416-963-047

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

**CCR HUDAC NEW HOME WARRANTY PROGRAM**

416-922-300

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

**CCR INTERNAL AUDIT**

416-963-047

CCR, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of the function see first entry under Audit.

**CCR INVESTIGATION AND ENFORCEMENT BR**

416-963-03

CCR, INVESTIGATION AND ENFORCEMENT BR performs a support role to the administrators of the various registration acts administered by the ministry, and conducts investigations under them. Complaints from the public are normally answered by the Registrars of the Acts.

**CCR LAND BOUNDARIES PROGRAM**

416-965-75

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for survey plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

**CCR LEGAL SERVICES**

416-963-03

CCR, LEGAL SERVICES Section provides legal services for the Ministry of Consumer and Commercial Relations. For a description of activities see first entry under Legal Services.



**CCR LIQUOR CONTROL BOARD OF ONTARIO**

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wine) for home consumption and to licensed establishments through government stores throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply (965-153). Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

**CCR LIQUOR LICENCE APPEAL TRIBUNAL**

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL holds public hearings on any appeal from persons aggrieved by Liquor Licence Board's decisions to: refuse to issue, renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; impose terms and conditions on an individual; refuse to register an agent or representative; issue an interdiction order; issue an order of Cessation of advertisement or public notice.

**CCR LIQUOR LICENCE BOARD OF ONTARIO**

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor licences call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

**CCR LOTTERIES BR**

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

**CCR MOTOR VEHICLE ACCIDENT CLAIMS FUND**

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

**CCR MOTOR VEHICLE DEALERS BR**

416-963-0411

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor vehicles. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor vehicles. Contact Queen's Park or Regional Office.

## **CCR OFFICE OF THE REGISTRAR GENERAL**

416-965-16

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario birth deaths, marriages and still-births. It also records adoptions, divorces and name change. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of \$3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

## **CCR ONTARIO RACING COMMISSION**

416-963-05

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

## **CCR ONTARIO SECURITIES COMMISSION**

416-963-02

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies for disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospect offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions of companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

## **CCR OPERATING ENGINEERS BR**

416-965-41

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

## **CCR PAPERBACK AND PERIODICAL DISTRIBUTORS**

416-963-03

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section registers distributors of paperbacks and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

## **CCR PENSION COMMISSION OF ONTARIO**

416-963-05

CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of pensions.

**CCR PERSONAL PROPERTY REGISTRATION**

416-965-7655

CCR, PERSONAL PROPERTY REGISTRATION Branch (phone no. changes to 963-0451 in Fall, 1978) operates the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property (e.g. motor vehicles) when property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests or liens when buying personal property or accepting it as collateral for a loan. Inquire through owner's name or motor vehicle serial number by telephone for Deposit Account Holders or in person by mail upon payment of a fee. Contact local PPSR branch. In Toronto call 965-7359 (963-0461 effective Fall, 1978). System serves the financial community, vehicle dealers, the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

**CCR PERSONNEL SERVICES BR**

416-963-0281

CCR, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Consumer and Commercial Relations. For a description of branch activities, see first entry under Personnel.

**CCR PRESSURE VESSELS BR**

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

**CCR PROPERTY LAW PROGRAM**

416-965-3250

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0423 in Fall, 1978. The Program performs statutory functions of Director of Titles: responsible for legal quality of land registration records and instruments. Drafts amendments to, and regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry system to the land titles system.

**CCR REAL ESTATE AND BUSINESS BROKERS**

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

**CCR REGIONAL PROPERTY REGISTRATION**

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 5-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for real property



(land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with the telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7551; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

## CCR REGISTRAR OF BAILIFFS

416-963-03

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidal schemes under the Pyramidal Sales Act. Recommends appointments under the Bailiffs Act.

## CCR RENT REVIEW

416-964-78

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in your municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

## CCR RESIDENTIAL PREMISES RENT REVIEW BOARD

416-964-35

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an appeal tribunal which hears landlord and tenant appeals on decisions of the Ontario Rent Review Program.

## CCR SYSTEMS SERVICES

416-963-05

CCR, SYSTEMS SERVICES provides the ministry with advice and assistance in management consulting, systems development and data processing.

## CCR THEATRES BR

416-421-24

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wide film. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

## CCR TRAVEL INDUSTRY ACT

416-963-04

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers and to ensure ethical conduct and good travel service, requires the registration of travel



gents and wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

## CR UPHOLSTERED AND STUFFED ARTICLES BR

416-965-2127

CR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of upholstered and stuffed articles; inspects premises of registrants as well as tailors of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, clothing materials, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

## CEMETERIES

416-362-1331

CR, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of **cemeteries**.

416-963-0511

CR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit **cemeteries**, burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about **cemeteries** and burials. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the registrar of the Board of Funeral Services, First Floor, 25 Grosvenor St., Toronto, 921-5164.

## CENSORSHIP

416-421-2462

CR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for **censorship** of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

## CENSUS

Census, see Revenue Assessment Field Operations Br.

## CHAPLAINCY

416-965-3733

CR, ADMIN SERVICES BR, CHAPLAINCY Services Section coordinates policies and procedures relating to the provision of **chaplaincy** services in ministries with institutions. Provides liaison between affected ministries and the Interfaith Committee of the Council of Churches.

416-750-336

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and **chaplaincy** are responsible for planning and supervision of services in the fields. Library Services Br (750-3481) provides library services to inmates under the Ministry jurisdiction. Branches in this division are described separately in this index. See Corr Serv Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

## CHARITABLE ORGANIZATIONS

Charitable Organizations, see also Non-Profit Corporations

416-362-133

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises **charitable organizations** of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-18

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide **charitable organizations** and social agencies with capital and operating grants, assistance in planning construction or purchase of facilities, and development of residential services including sheltered residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

## CHARTERS

416-963-03

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of church, non-profit corporations and cooperatives, and issues letters patent (**charters**) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-03

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of **charters** (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-1

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents

give or surrender **charters** or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

## CHARTERS

Charters, see Maps

## HATTTEL MORTGAGE

Hatttel Mortgage, see CCR Personal Property Registration

## CHEESE

Cheese, see Dairy.

## CHEST CLINICS

416-965-2301

**HEALTH, CLINIC SERVICES BR Chest Disease Service** provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district **chest clinics**. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

## CHILD ABUSE

416-965-0543

**COMM SOC, CHILD ABUSE PROGRAM** was formed to deal with the problem of the abuse of children. Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of **child abuse** should be reported to local Children's Aid Societies.

416-965-0176

**COMM SOC, CHILD WELFARE BR** finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on **child abuse** and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

## CHILDREN

Children, see also Juveniles, Youth

416-965-1865

**OFFICIAL GUARDIAN** represents the civil rights of persons under a legal disability usually **children** under 18 years of age or the mentally incompetent, as well as born and absentee persons. The Official Guardian also makes recommendations to the court regarding the care, custody and maintenance of **children** in divorce cases.

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV deal with Domestic Law (financial support orders for deserted wives & **children**, paternity suits & support of illegitimate **children**) Child Welfare Law (child welfare & protection for neglected **children**) & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2555; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but a person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

416-965-5541

ATT GEN, SUPREME COURT OF ONTARIO, the highest civil court in the province consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal which hears only appeals and is the highest court in the province. With certain exceptions parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and **children**, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-7311

ATT GEN, SURROGATE COURT probates wills of persons who die testate (with a Will) and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of **children**. Processes applications for the custody of **children**. The Surrogate Court also handles contested claims against estates. Wills, trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Last Wills. Contact local Surrogate Court Registrar.

416-965-0541

COMM SOC, CHILD ABUSE PROGRAM was formed to deal with the problem of the abuse of **children**. Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of child abuse should be reported to local Children's Aid Societies.

416-965-0111

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for **children**, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1811

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning



construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for **children** and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more **children** operated by individuals or groups. Contact Child Welfare Branch.

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat **children** and youth who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating emotionally disturbed **children** are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-4914

COMM SOC, CHILDREN'S SERVICES DIV is responsible for funding, administering and integrating services to troubled **children** and children in need. Its programs, united from four ministries, include: Children's Mental Health Services through licensed Children's Mental Health Centres and provincially operated institutions (including Thistletown and White Oaks); Training Schools, Probation & Aftercare services (directly administered); Observation Detention Homes which include both provincially operated & contract homes for temporary placement of children pending court decisions; a psychiatric clinic in Toronto; day nurseries funding; Child Abuse Program; Child Welfare including Children's Aid Societies, Children's Institutions & Boarding Homes funding. For program descriptions see COMM SOC listings under CHILDREN. Additional responsibilities expected to be assumed are for Child and Adolescent Units in provincial hospitals and the children's aspect of mental retardation programs.

416-965-7636

COMM SOC, COMMUNITY LIAISON & CHILD WELFARE includes services for **children** through the Day Nurseries and Child Welfare Branches listed individually in this index. The Community Liaison function involves responsibility for consultation with individuals and organizations interested in the development of the Children's Services Division. Publishes regular newsletters and consultation papers on major issues (965-1891).

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age **children**, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of **children**. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-768

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to **children** or juveniles committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, probation and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

416-965-623

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiple handicapped **children** and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-264

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS- (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans' pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped **children** at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-472

COMM SOC, STANDARDS & INFORMATION SYSTEMS GROUP is primarily a Research and Evaluation Unit concerned with standards of care for **children** in publicly funded services, and the information flows necessary for effective management of the service delivery system. Ultimately the group will be responsible for licensing children's care services, monitoring standards, and evaluation of programs for **children**. At present the emphasis is on the development of standards of care and the information systems of the Children's Services Division. The Observation and Detention Homes Program (965-9481) is currently associated with the Group.

416-965-269

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides grants, by-laws and statistics and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and the Review: Canadian Books For **Children**.

416-965-262

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing

indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as **children**, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2663

**EDUC, SPECIAL EDUCATION BR** operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional **children**. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-8176

**HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH** Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of **children** at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

## CHILDREN'S AID SOCIETIES

416-924-0631

**JT GEN, PROVINCIAL COURTS FAMILY DIV** deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local **Children's Aid Societies**. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

416-965-0543

**COMM SOC, CHILD ABUSE PROGRAM** was formed to deal with the problem of the abuse of children. Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of child abuse should be reported to local **Children's Aid Societies**.



416-965-01

COMM SOC, CHILD WELFARE BR finances, inspects and supervises **Children's Aid Societies** (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). **Children's Aid Societies** provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-62

COMM SOC, TRAINING & STAFF DEVELOPMENT BR assists program managers in developing competent staff by analyzing training needs, selecting, designing and providing suitable training activities. Staff Development Coordinators throughout the province maintain liaison with Ministry District Offices, Mental Retardation and Children's Services to identify and respond to staff training needs. Coordinators also serve related social service agencies such as Social Services Departments of municipalities and **Children's Aid Societies**. Training Officers design and implement training programs.

## CHIROPODISTS

416-965-21

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, **chiroprodists**, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A1 providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

## CHIROPRACTORS

416-965-21

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, **chiropractors**, chiroprodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A1 providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.



## CHRISTMAS TREES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, **Christmas trees**, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing **Christmas trees**, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

## CHURCHES

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of **churches**, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

## CIGARETTES

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (**cigarettes**, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

## CIGARS

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, **cigars**). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

## CITIES

Cities, see Municipalities

## CITIZENS' INQUIRY BRANCH

416-965-353

CULT & REC, **CITIZENS' INQUIRY BRANCH** is an information service which refers the inquirer to the appropriate source of Ontario Government information or coordinate information and services for those unable to do so themselves. Serves the public both directly and by assisting other government offices, the Queen's Park switchboard, Members of Provincial Parliament, Community Information Centres, libraries, community and private organizations, and those referred from these sources. Also prepares publications such as the KWIC Index to the Government of Ontario.

## CITIZENSHIP

416-965-119

CULT & REC, **CITIZENSHIP BR** programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers and for information on setting up parents' and preschoolers' and other community-based English, orientation, **citizenship** classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-239

CULT & REC, **WINTARIO GRANTS** Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and **citizenship** projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-912

ONTARIO MEDAL. Three awards were established by the government to recognize outstanding Ontarians. The Ontario Medal for Good **Citizenship** was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness make Ontario a better place to live. The Ontario Medal for Police Bravery recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for Firefighters Bravery likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. For nominations write to: The Secretary, Advisory Council, (specify award), Legislative Bldg., Queen's Park, Toronto M7A 1A1.

**CIV SERV ADMIN SERVICES BR**

416-965-1463

CIV SERV, ADMIN SERVICES BR provides and coordinates support services to the Civil Service Commission and also provides specified coordinated services on behalf of the Commission to the ministries. Program Analysis Section (965-5404) provides budgetary services through advice, audit, analysis and control. Personnel Data Systems Section (965-1401) provides technical advice on systems applications and maintains public service position organization and employee data for use of authorized Commission staff. Manual of Administration Section (965-4768) edits, publishes and distributes manuals on policies of the Commission. Library (965-7096) maintains a reference source on personnel administration and management literature. Other sections in this branch are described under Civ Serv, Admin Services Br, Section Name.

**CIV SERV ADMIN SERVICES BR CHAPLAINCY**

416-965-3733

CIV SERV, ADMIN SERVICES BR, CHAPLAINCY Services Section coordinates policies and procedures relating to the provision of chaplaincy services in ministries with institutions. Provides liaison between affected ministries and the Interfaith Committee of the Council of Churches.

**CIV SERV ADMIN SERVICES BR COMMUNICATIONS**

416-965-5621

CIV SERV, ADMIN SERVICES BR, COMMUNICATIONS and Publicity Section produces TOPICAL, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. JOB MART, a second paper containing information on job openings within the Ontario Public Service is produced as an insert in TOPICAL and as a separate publication on intervening weeks. Also handles job advertising in the press for all Ontario government ministries. Produces the annual report of the Commission and provides advice to Commission staff on publications, etc.

**CIV SERV ADMIN SERVICES BR COMMUNITY**

416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the United Way, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes blood donor clinics for Ontario Government employees in the Toronto area.

**CIV SERV ADMIN SERVICES BR PERSONNEL**

416-965-2065

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on personnel administration. Affirmative Action coordinator (965-4840) serves its women employees.

**CIV SERV ADMIN SERVICES BR STAFF SERVICES**

416-965-5761

CIV SERV, ADMIN SERVICES BR, STAFF SERVICES Section administers the Quarter Century Club for government employees with 25 or more years of service, including superannuates. The Club organizes ten yearly banquets across Ontario and arranges other Civil Service activities in Toronto when requested.

**CIV SERV BENEFITS POLICY BR**

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to pensions and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

**CIV SERV CLASSIFICATION BR**

416-965-1022

CIV SERV, CLASSIFICATION BR administers, on a service-wide basis, the classification of all non-executive positions in the classified service.

**CIV SERV FRENCH LANGUAGE SERVICES GROUP**

416-965-4162

CIV SERV, FRENCH LANGUAGE SERVICES GROUP offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servant exchanges.

**CIV SERV PAY POLICY & ADMIN BR**

416-965-6082

CIV SERV, PAY POLICY & ADMIN BR recommends Ontario Public Service pay policy to the Commission. Develops for approval by Management Board the government's objectives in negotiations with Ontario Public Service Employees Union (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

**CIV SERV PERSONNEL AUDIT BR**

416-965-2092

CIV SERV, PERSONNEL AUDIT BR provides a continuing internal audit of the application of formal personnel administration requirements in the Ontario Public Service and a service to senior management in the Commission, and in ministries. Its findings and recommendations serve as a basis for administrative action as required.

**CIV SERV PUBLIC SERVICE APPEAL BOARDS**

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (965-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Board Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective



Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

#### **CIV SERV RECRUITMENT BR (A)**

CIV SERV, RECRUITMENT BR (A). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of handicapped persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

#### **CIV SERV RECRUITMENT BR (B)**

416-965-1483

CIV SERV, RECRUITMENT BR (B) develops and administers policies, standards and procedures to control the recruitment activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators. See also Civ Serv Recruitment Br (A).

#### **CIV SERV SENIOR APPOINTMENTS AND COMPENSATION**

416-965-5435

CIV SERV, SENIOR APPOINTMENTS AND COMPENSATION OFFICE provides staff support services for the Senior Appointments Advisory Committee and Senior Manpower Planning Subcommittees, and implements all aspects of recruitment, appointments, compensation and career development for the Ontario Public Service senior executives and program directors.

#### **CIV SERV STAFF DEVELOPMENT BR (A)**

416-965-7095

CIV SERV, STAFF DEVELOPMENT BR (A). Planning And New Programs Section (965-095) advises the ministries, Civil Service Commission and Management Board on career development, goal setting and performance appraisal, and training and development policy. Career Counselling Service Section (965-9604) serves the Ontario Public Service (OPS) and complements ministries' career counselling programs. See also Civ Serv Staff Development Br (B) for other sections in Branch.

#### **CIV SERV STAFF DEVELOPMENT BR (B)**

416-965-1438

CIV SERV, STAFF DEVELOPMENT BR (B). Staff Development Services Section (965-138) identifies staff development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempen-

feldt Bay, Barrie (705-728-2321). See also Staff Development Br (A) for other sections in Branch.

**CIV SERV STAFF RELATIONS DIV**

416-965-2000

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on employment and compensation (pay policy) practices in the public and private sectors.

**CIVIL SERVICE COMMISSION**

Civil Service Commission, see CIV SERV Branch Name

**CJRT-FM**

416-595-5280

CULT & REC, CJRT-FM provides educational opportunities for the citizens of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

**CLERK'S OFFICE**

416-965-1400

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

**CLINICAL EDUCATION BUDGETS**

Clinical Education Budgets, see Health Manpower Planning Section

**CLOSING OF RETAIL STORES**

Closing of Retail Stores, see Sol Gen Retail Business Holidays Act.

**CLOTHING**

Clothing, stuffed clothing material, see CCR Upholstered and Stuffed Articles Br.

**CO-OPS**

Co-Ops, see Cooperatives

**COACHES**

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides

administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through **coaches** and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, **coaches**, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

## **COLL UNIV ACCOUNTS AND ADMIN SERVICES BR**

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (965-9051) and administrative services (965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under Accounting and Administrative Services.

## **COLL UNIV COLLEGE AFFAIRS BR**

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

## **COLL UNIV COUNCIL OF REGENTS FOR CAATS**

416-965-4234

COLL UNIV, COUNCIL OF REGENTS FOR CAATS evaluates the effectiveness of Colleges of Applied Arts and Technology (CAATs); approves requests for new programs; approves master plans and their modifications; reviews college multi-year plans; establishes salaries, wages, and terms and conditions of employment for college staffs; provides policy guidelines; and appoints Boards of Governors. The Council has a full-time Executive Secretary and additional secretariat services are provided by Coll Univ College Affairs and Program Resources branches.

## **COLL UNIV INDUSTRIAL TRAINING BR**

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.



**COLL UNIV INDUSTRIAL TRAINING COUNCIL**

416-965-0693

COLL UNIV, INDUSTRIAL TRAINING COUNCIL is a group of citizens appointed to advise the Minister of Colleges & Universities on provision and delivery of industrial training programs for job related skills. Acts as contact with public to consider and make recommendations on all post-secondary skill training programs and proposals outside colleges and universities.

**COLL UNIV INFORMATION RESOURCES BR**

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

**COLL UNIV INSTITUTIONAL ACCOUNTING**

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services BR administers all transfer payment programs (operating grants: 965-5237, and capital funding: 965-5238) to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions. Prepares claims on federal-provincial cost sharing programs (965-5239). Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry (965-6563).

**COLL UNIV INTERNAL AUDIT SERVICES BR**

416-965-3236

COLL UNIV, INTERNAL AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of function see the first entry under Audit.

**COLL UNIV LEGAL OFFICER**

416-965-1928

COLL UNIV, LEGAL OFFICER performs legal services for the ministry. For a description of functions, see first entry under Legal Services.

**COLL UNIV ONTARIO COUNCIL ON UNIVERSITY AFFAIRS**

416-965-5233

COLL UNIV, ONTARIO COUNCIL ON UNIVERSITY AFFAIRS (OCUA) advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted universities, Ryerson Polytechnical Institute, the Ontario Institute for Studies in Education, the Ontario College of Art, and the Bar Admission Course (Law Society Of Upper Canada). For general information re universities, contact Coll Univ Information Resources Branch, Toronto, 965-6134.



**COLL UNIV PERSONNEL BR**

416-965-4503

COLL UNIV, PERSONNEL BR performs the personnel functions for the Ministry of Colleges & Universities. For description of branch activities, see first entry under Personnel.

**COLL UNIV POLICY AND PLANNING COORDINATION**

416-965-3871

COLL UNIV, POLICY AND PLANNING COORDINATION provides the ministry with policy and interpretation for the Ontario Student Assistance Program; the Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan Plan, Ontario Special Bursary Plan, bilingual programs for student awards.

**COLL UNIV PROGRAM RESOURCES BR**

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curricula, evaluates colleges (institutional training) and industrial training programs, and manages program approval procedure for all community colleges.

**COLL UNIV STUDENT AWARDS BR**

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

**COLL UNIV UNIVERSITY AFFAIRS DIV**

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

**COLLECTION AGENCIES**

416-965-4728

CR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting

agencies, **collection agencies**, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, **Collection Agencies**, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidal Sales (pyramidal schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private bailiffs, **collection agencies**, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidal schemes under the Pyramidal Sales Act. Recommends appointments under the Bailiffs Act.

## COLLECTION SERVICE

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario Government ministries with these operational support services: **Collection Service** for debts owing to the government (965-5195); Mail Delivery and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a Records Centre which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for government vehicles and a trucking service on a charge-back basis (252-3348).

## COLLECTIVE BARGAINING

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees **Collective**

**Bargaining Act, 1972** (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-2002

**CIV SERV, STAFF RELATIONS DIV** represents the Crown as the employer in all **collective bargaining** in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on employment and compensation (pay policy) practices in the public and private sectors.

416-965-6101

**LABOUR, LABOUR RESEARCH BR** provides information on wages, labour relations, safety, **collective bargaining**, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario **Collective Bargaining Agreements** (965-6886). Maintains a library containing labour related material (965-1641).

416-965-0204

**LABOUR, ONTARIO LABOUR RELATIONS BOARD** administers those sections of the following acts which establish **collective bargaining** rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges **Collective Bargaining Act**. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

## COLLEGE RELATIONS COMMISSION

416-922-7679

**COLLEGE RELATIONS COMMISSION** was established in 1975 to administer negotiations between the Ontario Council of Regents for Colleges of Applied Arts and Technology and the Ontario Public Service Employees Union representing both academic and support staff. Assists in negotiations, supervises votes and advises the Lieutenant Governor in Council when a strike or lockout is jeopardizing student education.

## COLLEGES

**AG & FOOD, COLLEGES OF AGRICULTURE** offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-6161

**COLL UNIV, COLLEGE AFFAIRS BR** is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through **Colleges** of Applied Arts and Technology (CAATs), often called community colleges. **Colleges** work closely with Canada Employment Centres for occupa-



tional training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

416-965-423

**COLL UNIV, COUNCIL OF REGENTS FOR CAATS** evaluates the effectiveness of **Colleges** of Applied Arts and Technology (CAATs); approves requests for new programs; approves master plans and their modifications; reviews college multi-year plans; establishes salaries, wages, and terms and conditions of employment for college staffs; provides policy guidelines; and appoints Boards of Governors. The Council has a full-time Executive Secretary and additional secretariat services are provided by Coll Univ College Affairs and Program Resources branches.

416-965-6134

**COLL UNIV, INFORMATION RESOURCES BR.** Information Services Section performs duties in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, **Colleges** of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-2150

**COLL UNIV, INSTITUTIONAL ACCOUNTING** and Architectural Services BR administers all transfer payment programs (operating grants: 965-5237, and capital funding: 965-5238) to universities and **Colleges** of Applied Arts and Technology (CAAT) and related institutions. Prepares claims on federal-provincial cost sharing programs (965-5239). Maintains an overview of the physical facilities of universities and **colleges**, and provides architectural advice to the ministry (965-6563).

416-965-5375

**COLL UNIV, PROGRAM RESOURCES BR** develops training standards and outlines, coordinates curricula, evaluates **colleges** (institutional training) and industrial training programs, and manages program approval procedure for all community colleges.

416-922-7679

**COLLEGE RELATIONS COMMISSION** was established in 1975 to administer negotiations between the Ontario Council of Regents for **Colleges** of Applied Arts and Technology and the Ontario Public Service Employees Union representing both academic and support staff. Assists in negotiations, supervises votes and advises the Lieutenant Governor in Council when a strike or lockout is jeopardizing student education.

416-965-0204

**LABOUR, ONTARIO LABOUR RELATIONS BOARD** administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour



Disputes Arbitration Act for employees in hospitals; **Colleges** Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

## COLLEGES & UNIVERSITIES

Colleges & Universities, Ministry of, see COLL UNIV Branch Name.

## COLLISIONS

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes **collisions** of vehicles to determine how to make highways safer. 416-965-5444

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate driver's licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on **collisions**. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163. 416-965-7143

## COLUMBARIUM

Columbarium, see Cemeteries

## COMM SOC ACCOUNTS BR

COMM SOC, ACCOUNTS BR is responsible for the ministry's accounting functions. For a description of branch activities see first entry under Accounting. 416-965-2371

## COMM SOC AREA AND DISTRICT OFFICES

COMM SOC, AREA AND DISTRICT OFFICES throughout Ontario deliver the Ministry's programs to the community. Executive Directors in two area offices provide broad coordination and deliver those programs that cannot be made available at every District Office. Nineteen District Offices are responsible for the delivery of such programs as Family Benefits, Vocational Rehabilitation, Day Nurseries, etc. District offices are involved with local social planning, and work closely with social agencies in the community and with other ministries and other levels of government. Contact area or district offices.

## COMM SOC AUDIT SERVICES BR

COMM SOC, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under Audit. 416-965-5214

**COMM SOC CAPITAL & ADMINISTRATIVE SERVICES BR**

416-965-5006

COMM SOC. CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

**COMM SOC CHILD ABUSE PROGRAM**

416-965-0543

COMM SOC, CHILD ABUSE PROGRAM was formed to deal with the problem of the abuse of children. Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of child abuse should be reported to local Children's Aid Societies.

**COMM SOC CHILD WELFARE BR**

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

**COMM SOC CHILD WELFARE BR INSTITUTIONS**

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

**COMM SOC CHILDREN'S MENTAL HEALTH SERVICES**

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and youth who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating emotionally disturbed children are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

**COMM SOC CHILDREN'S SERVICES DIVISION**

416-965-4914

COMM SOC, CHILDREN'S SERVICES DIV is responsible for funding, administering and integrating services to troubled children and children in need. Its programs, united from four ministries, include: Children's Mental Health Services through licensed Children's Mental Health Centres and provincially operated institutions (including Thistletown and White Oaks); Training Schools, Probation & Aftercare services (directly administered); Observation & Detention Homes which include both provincially operated & contract homes for temporary placement of children pending court decisions; a psychiatric clinic in Toronto; day nurseries funding; Child Abuse Program; Child Welfare including Children's Aid Societies, Children's Institutions & Boarding Homes funding. For program descriptions see COMM SOC listings under CHILDREN. Additional responsibilities expected to be assumed are for Child and Adolescent Units in provincial hospitals and the children's aspect of mental retardation programs.

**COMM SOC COMMUNICATIONS BR**

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under Information Service. Also provides assistance (e.g. consultation, publications, films, slide displays, etc.) to the public, municipalities and social agencies to explain programs.

**COMM SOC COMMUNITY LIAISON & CHILD WELFARE**

416-965-7636

COMM SOC, COMMUNITY LIAISON & CHILD WELFARE includes services for children through the Day Nurseries and Child Welfare Branches listed individually in this index. The Community Liaison function involves responsibility for consultation with individuals and organizations interested in the development of the Children's Services Division. Publishes regular newsletters and consultation papers on major issues (965-1891).

**COMM SOC DAY NURSERIES BR**

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding pre and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

**COMM SOC HOME ECONOMICS**

416-965-4885

COMM SOC, HOME ECONOMICS Consultants advise the Ministry and District Offices on food services and therapeutic nutrition.



**COMM SOC LEGAL SERVICES BR**

416-965-5147

COMM SOC, LEGAL SERVICES BR provides legal services for the Ministry of Community and Social Services. For a description of branch activities, see first entry under Legal Services.

**COMM SOC MANAGEMENT & ANALYSIS BR**

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or juveniles committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, probation and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

**COMM SOC MANAGEMENT AND FINANCIAL SERV BR**

416-965-2291

COMM SOC, MANAGEMENT AND FINANCIAL SERV BR provides service to improve productivity and business management practices in the ministry and its agencies in the social services network, and to ensure that financial bases of ministry proposals and undertakings are sound.

**COMM SOC MEDICAL ADVISORY BOARD**

416-965-5391

COMM SOC, MEDICAL ADVISORY BOARD acts in an advisory capacity to the Director Provincial Benefits Br regarding queries on applicants applying for and decisions on disability allowances.

**COMM SOC MENTAL RETARDATION COMMUNITY RESOURCES**

416-965-8451

COMM SOC, MENTAL RETARDATION COMMUNITY RESOURCES BR provide funding and program support for community-based programs in accommodation support and demonstration projects for the mentally retarded. Also supports prevention and community awareness programs through public education. These services are administered by local organizations, particularly local associations for the mentally retarded. Contact local Mental Retardation Coordinator in district office.

**COMM SOC MENTAL RETARDATION COMMUNITY SERVICES**

416-965-5131

COMM SOC, MENTAL RETARDATION COMMUNITY SERVICES DEVELOPMENT BR is responsible for two programs. Adult Protective Services coordinates and monitors on an individual basis, social support services to enable mentally retarded adults to become self-sufficient in the community setting. Mental Retardation Coordination provides a coordinator in each district to serve as a link between the district working group and the government. Contact district office.

**COMM SOC MENTAL RETARDATION FACILITY**

416-965-6211

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and



multiple handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

## **COMM SOC MENTAL RETARDATION RESIDENTIAL**

416-965-6237

**COMM SOC, MENTAL RETARDATION RESIDENTIAL & CONSULTING SERVICES BR** provides a full range of programs and services for the mentally retarded in Community/-Board operated facilities under the Developmental Services Act, 1974. Provides diagnostic and assessment services for the mentally retarded in Community/Board operated Diagnostic and Assessment Centres. Provides administrative, professional and service-oriented consulting services to mental retardation facilities operated by the Ministry.

## **COMM SOC MUNICIPAL WELFARE CONSULTING BR**

416-965-5142

**COMM SOC, MUNICIPAL WELFARE CONSULTING BR** establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

## **COMM SOC PERSONNEL BR**

416-965-7991

**COMM SOC, PERSONNEL BR** performs the personnel functions for the Ministry of Community and Social Services. For a description of branch activities, see first entry under personnel. Training and educational assistance is the responsibility of Comm Soc Training and Staff Development Branch, 965-6211.

## **COMM SOC POLICY ANALYSIS**

416-965-1673

**COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR** provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in related federal-provincial reviews. Conducts research studies and provides support, research grants and consultation for research activities related to ministry programs.

## **COMM SOC PROVINCIAL BENEFITS BR**

416-965-2648

**COMM SOC, PROVINCIAL BENEFITS BR** provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by

municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

**COMM SOC REHABILITATION BR**

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

**COMM SOC SENIOR CITIZENS BR**

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Person Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

**COMM SOC SOCIAL ASSISTANCE REVIEW BOARD**

416-965-236

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senic citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefit (financial allowances for single mothers, permanently unemployable fathers, foster children etc.).

**COMM SOC SOLDIERS AID COMMISSION**

416-965-489

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

**COMM SOC STANDARDS & INFORMATION SYSTEMS**

416-965-472

COMM SOC, STANDARDS & INFORMATION SYSTEMS GROUP is primarily Research and Evaluation Unit concerned with standards of care for children in public

funded services, and the information flows necessary for effective management of the service delivery system. Ultimately the group will be responsible for licensing children's care services, monitoring standards, and evaluation of programs for children. At present the emphasis is on the development of standards of care and the information systems of the Children's Services Division. The Observation and Detention Homes Program (965-9481) is currently associated with the Group.

## COMM SOC TRAINING & STAFF DEVELOPMENT BR

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR assists program managers in developing competent staff by analyzing training needs, selecting, designing and providing suitable training activities. Staff Development Coordinators throughout the province maintain liaison with Ministry District Offices, Mental Retardation and Children's Services, to identify and respond to staff training needs. Coordinators also serve related social services agencies such as Social Services Departments of municipalities and Children's Aid Societies. Training Officers design and implement training programs.

## COMMERCIAL VEHICLES

Commercial Vehicles, see Tr & Comm Highway Carrier Licensing Office

## COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES

416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

## COMMISSION ON FREEDOM OF INFORMATION

416-598-0411

COMMISSION ON FREEDOM OF INFORMATION & INDIVIDUAL PRIVACY was established in March, 1977 to examine and make recommendations on: the individual's right to privacy and appeal regarding the use of government information, the individual's right of access to government information, protection of the public interest by determining what information should be confidential. Write to the Commission at 180 Dundas St. W., 22nd floor, Toronto M5G 1Z8.

## COMMISSIONERS OF OATHS

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-153). Handles court reporting services (965-2848). Regulates appointments of justices of the



peace, notaries public and **commissioners of oaths** or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

## **COMMITTEE ROOMS**

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of **committee rooms** in the Macdonald Block (Phone: 965-1109).

## **COMMUNICATIONS**

Communications, see also Information Service

416-965-0175

GOVT SERV, TELECOMMUNICATION SERVICES BR provides local and network telecommunications services for Ontario government ministries and agencies. These are principally telephone, data **communications** and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services contact 965-6788; network services, contact 965-6265.

TR & COMM. COMMUNICATIONS OPERATIONS BR carries out representations and interventions re telecommunications services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. Telecommunications Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent telephone industry in modernization plans; consults and advises the Ontario Telephone Service Commission on technical matters.

416-248-373

TR & COMM. COMMUNICATIONS POLICY BR develops Ontario government policy in **communications** field. Activities include: development of broadcasting, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to telecommunication services and systems. Has data bank of information on population served by broadcasting and cable firms and on television viewing habits (248-3961).

## **COMMUNITY & SOCIAL SERVICES**

Community & Social Services, Ministry of, see COMM SOC Branch Name.

## **COMMUNITY CENTRES**

Community Centres, see Recreation Centres



**COMMUNITY COLLEGES**

Community Colleges, see Colleges

**COMMUNITY INFORMATION CENTRES**

416-965-3314

**CULT & REC, COMMUNITY INFORMATION SERVICES** Program provides eligible individual **community information centres** with funding through grants; prepares publications and advises them on matters such as information management, policy, staffing and volunteer training. Contact field offices.

**COMMUNITY PLANNING**

416-965-3352

**HOUSING, COMMUNITY PLANNING ADVISORY BR** is responsible for the actual promotion of **community planning** by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented **community planning** programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-5890

**HOUSING, LOCAL PLANNING POLICY BR** researches, develops policy, and recommends **community planning** standards to apply at the local government level (municipalities), consistent with provincial objectives. Local planning activities include urban subdivision design, land use planning related to aircraft noise, official plan social service policies, noise control through planning, public participation.

416-965-9168

**HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION** is the Crown agency responsible for **community planning** and development of the new community at North Pickering.

416-965-3707

**NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B).** This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario administered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsite and **community planning** and infrastructure, airport construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community

Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

## COMMUNITY RESOURCE CENTRE

416-750-3400

CORR SERV, COMMUNITY RESOURCE CENTRES house inmates serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the **Community Resource Centre** where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

## COMMUNITY SPONSORED HOUSING PROGRAM

Community Sponsored Housing Program, see Housing Community Housing Division A.

## COMMUNITY WORK ORDER PROJECT

Community Work Order Project, see Corr Serv Probation & Parole Adult Br (B).

## COMPANIES

Companies, see Corporations, also Business, Industry

## COMPENSATION

416-965-2800

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on **compensation** for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

416-965-2800

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, **compensation** shall be paid to the property owner for all damage, and when no agreement is arrived at as to the amount of compensation to be paid to the owner, the Board of Valuation shall determine **compensation** for such property damage. If either the owner or the Corporation is dissatisfied with the amount fixed, they may appeal to the Ontario Municipal Board.

416-965-4700

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides **compensation** to victims who have received physical injury as the result of an unprovoked crime of violence or to the dependents of an innocent victim of a fatal occurrence. Also provides **compensation** to police and others taking part in law enforcement.

416-965-1000

ATT GEN, LAND COMPENSATION BOARD determines **compensation** for land taken through expropriation by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, etc.

personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for **compensation** and related matters.

416-963-0501

**TCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC)** provides **compensation** to victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

416-965-2002

**IV SERV, STAFF RELATIONS DIV** represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on employment and **compensation** (pay policy) practices in the public and private sectors.

416-965-8500

**WORKMEN'S COMPENSATION BOARD (WCB)** administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides **compensation** (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## COMPOSERS

Composers, see Ontario Arts Council

## COMPRESSOR

416-965-4188

**CR, OPERATING ENGINEERS BR** promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, **compressor** and hoisting plants. Certification is based upon the potential operational hazard of the **compressor** or crane.

## COMPUTING CENTRES

416-965-3417

**DVT SERV, COMPUTER SERVICES DIV** provides comprehensive data processing services including computing, time sharing and system support to authorized users on a cost recovery basis. Three **Computing Centres** in Toronto serve specific ministries: Queen's Park Computing Centre (965-0684), Leaside Data Centre (965-0941), and Downsview Computing Centre (248-3941). Computer Support Services Br (965-1335) is the planning, central technical source and coordinating arm of the division.

## CONCILIATION

416-965-410

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides **conciliation** officers who help labour and employers to arrive at a settlement of disputes. Mediating officers are provided after the **conciliation** process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's **conciliation** services before resorting to strikes or lockouts.

## CONDITIONAL SALE CONTRACT

Conditional Sale Contract, see CCR Personal Property Registration Br.

## CONDOMINIUMS

416-922-300

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including **condominiums** and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, **condominiums** and mobile homes. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

416-965-75

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for survey plans and description of land including **condominiums**, for registration in land registry office. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-64

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and **condominiums** across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

## CONFEDERATION

416-965-10

ADVISORY COMMITTEE ON CONFEDERATION, comprising representatives from various sectors of society, advises the Government through the Cabinet Committee on Confederation on: Ontario's place in **Confederation** and federal-provincial and interprovincial relationships, constitutional matters and means of promoting public awareness of the federal system and ways of improving it.



416-965-1020  
CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to **Confederation** and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of **Confederation**; means of greater interaction between Ontarians and the people from the other provinces.

416-965-3340  
E & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in **Confederation** including such matters as the distribution of powers and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

## CONSERVATION AUTHORITIES

416-965-6283  
AT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to **Conservation Authorities**, autonomous bodies established under the Conservation Authorities Act. Provides grants to support source management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation and management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

## CONSERVATION REVIEW BOARD

416-965-2336  
ULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Board reports its opinion to the municipal council. Hearings are also held where Minister opposes to refuse issuance of archaeological licence, or designates archaeological or historic sites.

## CONSOLIDATED REVENUE FUND

416-965-2905  
OVT SERV, GOVERNMENT PAYMENTS BR is responsible for the production of cheques for the Ontario government from the **Consolidated Revenue Fund** or for any major cheque issuing programs developed by an Ontario Government ministry. Reconciles the Consolidated Revenue and major cheque issuing bank accounts. All cheque writing and signing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

416-965-138

OFFICE OF THE PROVINCIAL AUDITOR carries out the statutory requirement imposed under the Audit Act and other statutes of the province. The Provincial Auditor manages the audit of the **Consolidated Revenue Fund** as well as that of ministerial and quasi-judicial agencies.

416-965-179

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in 21 branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the **Consolidated Revenue Fund**.

416-965-527

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manage Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all **Consolidated Revenue Fund** transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

## CONSTITUTIONAL

416-965-411

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides the Ontario Government with civil litigation in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals. Examines applications for judicial review to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this ministry. Acts for the Queen's Proctor in divorce matters. The **Constitutional** Law Branch of this office handles cases involving constitutional questions.

## CONSTRUCTION INDUSTRY

416-965-716

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in the **construction industry**, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the **construction industry**, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

416-965-5251

**LABOUR, EMPLOYMENT STANDARDS BR** sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for **construction industry** and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-0204

**LABOUR, ONTARIO LABOUR RELATIONS BOARD** administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and **construction industry** employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the **construction industry**. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5533

**LABOUR, STANDARDS & PROGRAMS BR** coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans and programs to control hazards in industry, e.g. **construction industry**, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information guidelines. Provides information on occupational health and safety (outside Metro call within 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery and Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

## CONSUMER

416-963-0441

**CR, CENTRAL REGISTRATION BR** provides actual registration functions and maintains central registry of any business registered under the following Acts: **Consumer Protection** (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.



416-965-472

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, **consumer** credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-033

CCR, CONSUMER ADVISORY SERVICES BR operates Consumer Services Bureau across Ontario (see CCR Consumer Services Bureau). The branch has officers who can speak to **consumer** and business groups on consumer protection laws under the Business Practices Division.

416-963-111

CCR, CONSUMER INFORMATION CENTRE, part of Communications Services Branch provides bilingual **consumer** information service for the general public, a library of **consumer** and corporate resource materials, previewing of materials by mail for **consumer** educators and consulting services to professionals working with consumers in the field.

416-963-033

CCR, CONSUMER SERVICES BUREAU answers **consumer** inquiries & attempts to mediate **consumer** complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidal Sales (pyramidal schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the **consumer** with redress procedures.

## CONSUMER & COMMERCIAL RELATIONS

Consumer & Commercial Relations, Ministry of, see CCR Branch Name

## CONSUMER PRICES

416-965-7078

STATISTICS CANADA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, **consumer prices**. For general social and economic statistics including population, manufacturing, energy, call 965-7078; for



unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

## CONTAMINANTS

Contaminants, see Pollution

## CONVENTIONS

416-965-5764

ND & TOUR, TOURISM MARKETING BR promotes tourism, **conventions** and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campground vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and **conventions** markets (965-9991).

## CONVICT

Convict, see Inmates

## COOPERATIVES

416-963-0387

CR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and **cooperatives**, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0515

CR, COOPERATIVE SERVICES BR administers the legislation affecting **cooperatives**. Also gives advice and information to co-ops or individuals on their incorporation.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (**cooperatives**) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

## CORONERS

416-965-733

ATT GEN, CROWN ATTORNEYS' OFFICE. Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend **coroners** inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-667

SOL GEN, CHIEF CORONER'S OFFICE. **Coroners** investigate sudden and violent deaths, warn the public re prevention of similar deaths; order autopsies for medical legal reasons, conduct inquests; sign certificates for cremation and for shipment of bodies out of Ontario, complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region) 965-6678).

## CORPORATIONS

Corporations, see also Business.

416-362-133

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of **corporations** undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-472

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and **corporations**; to review government originated cease and desist orders respecting advertising and selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving

orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business **corporations**, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with **corporations** in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of **corporations**.

416-963-0547

CCR, COMPANIES SERVICES BR CORPORATION NAMES Section deals with the approval and reservation of corporate names for new incorporations and proposed changes of names by existing **corporations**.

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships, limited partnerships and proprietorships. Registers **corporations** that carry on business in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business ventures.

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of **corporations**, files, certificates of corporation status and registration of corporation securities such as mortgages, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by **corporations**, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes pointing out deficiencies in the applications submitted to the Companies Services Branch.

## CORPORATIONS TAX

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the **Corporations Tax Act**, the provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on **corporations tax** exemptions under the Venture Investment Corporations Act (965-4040). Also



answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives **corporations tax** and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

**CORPSE**

Corpse, see Bodies

**CORR SERV ACCOUNTS**

416-750-3450

CORR SERV, ACCOUNTS Section is responsible for the ministry's accounting functions. For a description of section activities see the first entry under Accounting.

**CORR SERV BAILIFF SERVICES**

416-750-3380

CORR SERV, BAILIFF SERVICES is responsible for classifying inmates of provincial correctional institutions, all of whom have reformatory sentences (i.e., sentences of up to two years less one day). The branch is responsible for and records movement of all sentenced inmates within Ontario and handles transfer of federal inmates from provincial jails to the Canadian penitentiary system.

**CORR SERV COMMUNITY RESOURCE CENTRES**

416-750-3400

CORR SERV, COMMUNITY RESOURCE CENTRES house inmates serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

**CORR SERV EDUCATION BR**

416-750-3445

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the academic and vocational needs of inmates in adult training centres, correctional institutions and detention centres across the province. Develops curricula and provides teachers with professional supervision.

**CORR SERV FOOD SERVICES BR**

416-750-3366

CORR SERV, FOOD SERVICES BR endeavours to provide those under the care of the ministry with a nutritionally adequate diet and teaches food service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry main office.

**CORR SERV INDUSTRIAL PROGRAMS BR**

416-750-3417

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates industrial programs in correctional institutions such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruit and vegetables, to encourage meaningful and productive activities by inmates.



**CORR SERV INFORMATION SERVICES BR**

416-750-3421

CORR SERV, INFORMATION SERVICES BR is the information service for the Ministry of Correctional Services. For a description of activities, see first entry under Information Service.

**CORR SERV INSPECTION AND INVESTIGATION BR**

416-750-3327

CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial correctional institutions housing adult offenders to ensure their safety, security and well being. Also conducts internal investigations as required by the ministry.

**CORR SERV INTERNAL AUDIT BR**

416-750-3372

CORR SERV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under Audit.

**CORR SERV LEGAL SERVICES BR**

416-750-3319

CORR SERV, LEGAL SERVICES BR provides legal services for the Ministry of Correctional Services. For a description of branch activities, see first entry under Legal Services.

**CORR SERV MANAGEMENT DATA SERVICES**

416-750-3411

CORR SERV, MANAGEMENT DATA SERVICES BR supplies the ministry with financial management, data processing, client information systems, records management and systems development.

**CORR SERV NURSING BR**

416-750-3366

CORR SERV, NURSING BR provides nursing service to correctional institutions. Twenty-four hour service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

**CORR SERV ONTARIO BOARD OF PAROLE**

416-750-3360

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

**CORR SERV PERSONNEL BR**

416-750-3335

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under Personnel. Also operates summer employment programs for students based on experience and assigned-task projects for four month work periods in institutions.

**CORR SERV PLANNING AND RESEARCH BR**

416-750-3358

**CORR SERV, PLANNING AND RESEARCH BR** conducts corrections research to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for corrections research.

**CORR SERV PROBATION & PAROLE ADULT BR (A)**

416-750-3440

**CORR SERV, PROBATION & PAROLE ADULT BR (A)** works closely with all Courts of criminal jurisdiction in Ontario and the Ontario Board of Parole on probation requirements: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole, assisting probationers, providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office. See also Corr Serv Probation & Parole Adult Br (B).

**CORR SERV PROBATION & PAROLE ADULT BR (B)**

416-750-3440

**CORR SERV, PROBATION & PAROLE ADULT BR (B)**. The Community Work Order (C.W.O) Project assigns non-violent offenders to perform service to the community as a condition of a probation order. The Project does not eliminate opportunities for paid employment because tasks are those normally done by volunteers or in reparation to victims for damage done by offenders. Seven pilot projects across Ontario are being evaluated over a two-year period. To inquire about volunteer help on C.W.O., organizations with projects of tangible benefit to the community should write: Provincial Coordinator, Community Work Order Project, Min. of Correctional Services, 2001 Eglinton Ave. East, Scarborough, Ont M1L 4P1. See also Corr Serv Probation & Parole Adult Br (A).

**CORR SERV PROGRAM CONSULTATION & DEVELOPMENT DIV**

416-750-3361

**CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV** provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

**CORR SERV RECREATION BR**

416-750-3361

**CORR SERV, RECREATION BR** provides leisure education programs and a wide variety of recreation activities to people in the care of the ministry. Programs are designed to bring inmates into contact with the public in controlled settings both in the institution and the community. In many institutions, recreation facilities such as gymnasiums and playing fields are used by the community under certain conditions. Inmates assist in community programs as officials and in other volunteer roles.

**CORR SERV STAFF TRAINING AND DEVELOPMENT**

416-669-9695

CORR SERV, STAFF TRAINING AND DEVELOPMENT BR provides the ministry with courses to meet staff training needs. The Staff Development Centre in Concord, Ontario, as well as regional centres in Sudbury, Guelph, Cobourg and Brampton are equipped with classroom facilities and audio-visual materials.

**CORR SERV SUPPLY AND SERVICES BR**

416-750-3501

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions and forestry camps. Office Services Section (phone: 750-3321) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under Administrative Services for further description of this function.

**CORR SERV TEMPORARY ABSENCE BR**

416-750-3404

CORR SERV, TEMPORARY ABSENCE BR operates the Temporary Absence program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The Temporary Absence program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

**CORR SERV VOLUNTEER PROGRAMS BR**

416-750-3475

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteer workers who are involved in rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, and with probationers and parolees. There are opportunities for volunteer participation in most areas of the province.

**CORRECTIONAL INSTITUTIONS**

416-750-3445

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the academic and vocational needs of inmates in adult training centres, **correctional institutions** and detention centres across the province. Develops curricula and provides teachers with professional supervision.

416-750-3417

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates industrial programs in **correctional institutions** such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruit and vegetables, to encourage meaningful and productive activities by inmates.

416-750-3327

CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial **correctional institutions** housing adult offenders to ensure their safety, security and well being. Also conducts internal investigations as required by the ministry.

416-750-3360

CORR SERV, NURSING BR provides nursing service to **correctional institutions**. Twenty-four hour service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in **correctional institutions** and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of **correctional institutions**. Also reviews requests for grants for corrections research.

416-750-3501

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, **correctional institutions** and forestry camps. Office Services Section (phone: 750-3321) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under Administrative Services for further description of this function.

## CORRECTIONAL SERVICES

Correctional Services, Ministry of, see CORR SERV Branch Name.

## CORRECTIONS RESEARCH

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts **corrections research** to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for **corrections research**.

## CORRESPONDENCE COURSES

416-965-2657

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through **correspondence courses**. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private schools and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation and honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch call, write or visit Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry Regional Offices.



**COUNSELLING**

Counselling, see specific subject, e.g. Business, Credit, Debt. Counselling in the Ontario Public Service, see Govt Serv Employee Advisory Service.

**COUNTERFEITING**

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, **counterfeiting** and forgery. For general inquiries, contact 965-8117. For inquiries on **counterfeiting** call 965-1883.

**COUNTY**

County, see Municipalities

**COURTS**

Courts, see also Supreme Court of Ontario, also Surrogate Court.

416-965-7351

ATT GEN, COUNTY AND DISTRICT **COURTS** have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is \$7,500. Statutes under which the **courts** handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-2816

ATT GEN, **COURTS ADMINISTRATION PROGRAM** manages the civil and criminal **courts** in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

ATT GEN, **PROVINCIAL COURTS, CRIMINAL DIV**, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-7523

**ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO** Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the **Courts** offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-924-0631

**ATT GEN, PROVINCIAL COURTS FAMILY DIV** deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the **courts** are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

416-965-5591

**ATT GEN, REFEREE of the SMALL CLAIMS COURTS** of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

**ATT GEN, SMALL CLAIMS COURTS**, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed \$1000. There are 129 small claims **courts** in Ontario; for location or phone numbers call Courts Administration Program, 965-7945 or consult government listing in local telephone directory.

416-750-3440

**CORR SERV, PROBATION & PAROLE ADULT BR (A)** works closely with all **Courts** of criminal jurisdiction in Ontario and the Ontario Board of Parole on probation requirements: providing pre-sentence reports to the **courts** and pre-release reports to the Ontario Board of Parole, assisting probationers, providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office. See also Corr Serv Probation & Parole Adult Br (B).

## CRAFTS

Crafts, see also Arts

416-965-6763

**CULT & REC, RESOURCE CENTRE** and Library under the Administrative Services Branch maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and **crafts**, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

## CRANE

Crane, see Hoisting Plants

## CREDIT

416-965-7661

**AG & FOOD, RURAL DEVELOPMENT BR.** The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers **Credit** Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4728

**CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL.** This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer **credit** reporting agencies, collection agencies, pyramdic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

**CCR, CONSUMER SERVICES BUREAU** answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, **credit** reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramdic Sales (pyramdic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.



416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private bailiffs, collection agencies, consumer reporting agencies (**credit** and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramdic schemes under the Pyramdic Sales Act. Recommends appointments under the Bailiffs Act.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to **credit** counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2914

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities (debentures) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's **credit** worthiness.

## CREDIT UNIONS

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramdic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of **credit unions** from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.



416-963-0515

CCR, CREDIT UNIONS BR supervises, requires licences and sets minimum standards for **credit unions** and caisses populaires. These standards govern the incorporation, management audit and dissolution of **credit unions**.

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in **credit unions** and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, energy, call 965-7078; **credit unions**, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

## CREMATION

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE. Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct inquests; sign certificates for **cremation** and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

## CREMATORIUM

Crematorium, see Cemeteries

## CRIMINAL

Criminal, see also Inmates

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and **criminal** cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is \$7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child

Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. **Criminal** jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-3912

**ATT GEN, CROWN ATTORNEYS** System supervises Crown Attorneys in 47 districts and counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular **criminal** matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation.

416-965-0650

**ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW** is responsible for the preparation and argument of all **criminal** appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

**ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV.** presided over by judges appointed by the Ontario government, deal with approximately 90% of all **criminal** cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-7523

**ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO** Toronto deal with all **criminal** charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor **criminal** and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-924-0631

**ATT GEN, PROVINCIAL COURTS FAMILY DIV** deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few **criminal** offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but a person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer private complaint.

## CRIMINAL ACTIVITIES

Criminal Activities, see also Organized Crime, Criminal

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information to law enforcement agencies on **criminal activities**, suspended Ontario drivers, and vehicles registration. 416-965-4456

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious **criminal activities**. 416-965-8105

## CRIMINAL CODE

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all **Criminal Code** of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail hearings for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district. 416-965-7338

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the **Criminal Code** of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court. 416-963-0272

CR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the **Criminal Code** of Canada. Copies of the regulations are available from the branch on request. 416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the **Criminal Code** (Canada). An amendment to the **Criminal Code** has been passed and will be effective as of January, 1979 requiring a firearm acquisition certificate for the purchase of firearms. This office maintains a central registry of Ontario's registered firearms. 416-965-4488



## CRIMINAL INJURIES COMPENSATION BOARD

416-965-4755

ATT GEN, **CRIMINAL INJURIES COMPENSATION BOARD** provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependents of an innocent victim of a fatal occurrence. Also provides compensation to police and others taking part in law enforcement.

## CRIMINAL INTELLIGENCE

416-965-6071

SOL GEN, **ONTARIO POLICE COMMISSION** ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates **criminal intelligence** information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

## CROP COMPETITIONS

416-965-109

AG & FOOD, **AGRICULTURAL AND HORTICULTURAL SOCIETIES BR** give grants to all the agricultural societies in Ontario for exhibitions, fairs, **crop competitions** improvements to buildings and grounds, commercial and educational displays. Also give grants to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

## CROP INSURANCE

416-965-181

AG & FOOD, **ONTARIO CROP INSURANCE COMMISSION** makes available to farmer a **crop insurance** plan for all commercial insurance crops. Its Farm Income Stabilization Program provides financial assistance during periods of low crop yields to farmers producing commodities covered by **crop insurance**. Contact Regional Crop Insurance Commission office.

## CROPS

416-965-124

AG & FOOD, **EXTENSION BR** operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, **crop** machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth course commentaries over various media, displays and tours. Also act as resource for the Four-H (H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmer Association of Ontario. Contact AG REPS in county or district offices.



416-965-1058

**AG & FOOD, FARM PRODUCTS INSPECTION BR** regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal **crops**. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-1811

**AG & FOOD, ONTARIO CROP INSURANCE COMMISSION** makes available to farmers a crop insurance plan for all commercial insurance **crops**. Its Farm Income Stabilization program provides financial assistance during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

416-965-1081

**AG & FOOD, SOILS AND CROPS BR** provides information at local offices throughout the province on production of field, greenhouse and horticultural **crops**. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

## CROWN ATTORNEYS

416-965-3912

**ATT GEN, CROWN ATTORNEYS** System supervises **Crown Attorneys** in 47 districts and counties throughout Ontario. Provides consultation with **Crown Attorneys** with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation.

416-965-7338

**ATT GEN, CROWN ATTORNEYS' OFFICE**, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. **Crown Attorneys** inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail bonds for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

## CROWN EMPLOYEES GRIEVANCE SETTLEMENT

Crown Employees Grievance Settlement, see Civ Serv Public Service Appeal Boards.

## CROWN LAND

Crown Land, see also Land, also Land Patents

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of **Crown land**, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of **Crown land**. Participates in land use planning done by other ministries. Prepares lake plans. Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-5344). Coordinates the review of plans of municipalities and other agencies relative to this ministry's plans and programs.

416-965-2744

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of **Crown land** and water lots; also answers general inquiries. Mining Land Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from **Crown land**. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly **Crown land**. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

416-965-6222

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data base sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and **Crown land** surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

## CULT & REC ADMINISTRATIVE SERVICES BR

416-965-74

CULT & REC, ADMINISTRATIVE SERVICES BR provides office and other central administrative services for the ministry and its agencies. These include: purchasing of goods and services (965-1237), mail, messenger services and stockroom supplies (965-4644), record and forms management, office services such as maintenance of manuals and directories, assets control, safety supervision and accommodation services including acquisition and design of office space. The branch is responsible for the Resource Centre & Library (965-6763). See Cult & Rec Resource Centre for description of its functions.

**CULT & REC ARCHIVES OF ONTARIO**

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

**CULT & REC ART GALLERY OF ONTARIO**

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

**CULT & REC ARTS SERVICES BR**

416-965-6256

CULT & REC, ARTS SERVICES BR develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating grants to provincial cultural institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the Wintario Non-capital Arts Program and provides grants for cultural exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec Cultural Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

**CULT & REC CAPITAL SUPPORT UNIT**

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

**CULT & REC CITIZENS' INQUIRY BRANCH**

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an information service which refers the inquirer to the appropriate source of Ontario Government information or coordinates information and services for those unable to do so themselves. Serves the public both directly and by assisting other government offices, the Queen's Park switchboard, Members of



## **134 CULT & REC CITIZENSHIP BR**

Provincial Parliament, Community Information Centres, libraries, community and private organizations, and those referred from these sources. Also prepares publications such as the KWIC Index to the Government of Ontario.

### **CULT & REC CITIZENSHIP BR**

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

### **CULT & REC CJRT-FM**

416-595-5281

CULT & REC, CJRT-FM provides educational opportunities for the citizens of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

### **CULT & REC COMMUNICATIONS BR**

416-965-061

CULT & REC, COMMUNICATIONS BR provides communications policy advice in addition to writing and supplying editorial and media relations services to the Minister, Deputy Minister and all programs of the Ministry of Culture and Recreation. Provide information service to the public about activities of the ministry.

### **CULT & REC COMMUNICATIONS BR PUBLICATIONS**

416-965-676

CULT & REC, COMMUNICATIONS BR, PUBLICATIONS UNIT coordinates total output of ministry publications. Edits manuscripts, prepares copy, artwork and camera-ready assemblies, arranges production and maintains stock control. Monitors ministry resource material to ensure style consistency and quality. Ministry publications are available from Ontario Government Bookstore or originating branch.

### **CULT & REC COMMUNITY INFORMATION SERVICES**

416-965-33

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants; prepares publications and advises them on matters such as information management, policy, staffing and volunteer training. Contact field offices.



**CULT & REC CONSERVATION REVIEW BOARD**

416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates archaeological or historic sites.

**CULT & REC COUNCIL ON FRANCO-ONTARIAN AFFAIRS**

416-965-0598

CULT & REC, COUNCIL ON FRANCO-ONTARIAN AFFAIRS is an advisory body which makes recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians; or on any matter which one or both ministers may refer to the Council for consideration. Services of the Council are available to other ministries. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

**CULT & REC CULTURAL EXCHANGE PROGRAM**

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch, provides information and in some cases grants to community associations, individual artists and arts groups involved in interprovincial or international cultural exchanges. Also encourages a variety of cultural exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

**CULT & REC CULTURAL INDUSTRIES BR**

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

**CULT & REC FESTIVAL ONTARIO**

416-965-6256

CULT & REC, FESTIVAL ONTARIO, under the Arts Services Branch, will coordinate exhibits from major cultural and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, Michael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

**CULT & REC FIELD SERVICES BR**

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the local level. By providing consultative services to community groups this Branch aids in the development of recreation and cultural activities locally. The consulting service is provided to

## **136 CULT & REC FINANCE & ADMINISTRATION DIV**

a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

### **CULT & REC FINANCE & ADMINISTRATION DIV**

416-965-028

**CULT & REC, FINANCE & ADMINISTRATION DIV.** In addition to coordinating the Ministry's finance and administration functions (branches listed individually in this Index) the Division performs systems coordination and youth program coordination. System Coordinator provides technical advice and direction to senior management in the development of effective administration and management systems. Youth Program Coordinator plans and coordinates Ministry's participation in the government-wide youth programs e.g. Experience Summer Employment, Ontario-Quebec University Student Job Exchange, Ontario Career Action.

### **CULT & REC FINANCE BR**

416-965-483

**CULT & REC, FINANCE BR** provides the ministry with financial management and accounting services including payment of grants. For further description of functions, see first entry under Accounting. In addition the branch establishes ministry accounting and financial policy and handles pre-audit of financial transactions.

### **CULT & REC FITNESS SERVICES BR**

416-965-631

**CULT & REC, FITNESS SERVICES BR** promotes a more active lifestyle for the citizens of Ontario to improve their fitness levels. To motivate and educate people on the importance of fitness and to coordinate fitness services, the branch runs a campaign through the media and publications, a fitness awards program, an employee fitness consultation service, mobile fitness testing, fitness instructor training and supports community coordination and motivation initiatives.

### **CULT & REC HERITAGE ADMIN BR ARCHITECTURAL**

416-965-763

**CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL** Conservation Section provides technical support for Ontario Heritage Foundation grants or loans to encourage architectural conservation or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

### **CULT & REC HERITAGE ADMIN BR HISTORICAL**

416-965-402

**CULT & REC, HERITAGE ADMIN BR, HISTORICAL** Section provides technical support for the Ontario Heritage Foundation in preserving heritage buildings and in erecting commemorative plaques to subjects of province-wide importance. Gives grants to local heritage groups and to assist with erection of local plaques. Administers the Ontario Heritage Foundation grants program aiding historical publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

**CULT & REC HERITAGE ADMIN BR MUSEUMS**

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities and to other non-profit museums. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

**CULT & REC HERITAGE TRUST BR**

416-965-5727

CULT & REC, HERITAGE TRUST BR develops the arrangements and agreements leading to the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historical or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

**CULT & REC HISTORICAL PLANNING AND RESEARCH BR**

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research and information on historical and archaeological resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving heritage landscapes. Provides the Ontario Heritage Foundation with professional archaeological assistance (e.g. granting program). Answers inquiries about archaeological licences. Contact Regional Archaeologists (South Central Region, Toronto 965-8258).

**CULT & REC HURONIA**

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains historic sites at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the past. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

**CULT & REC INDIAN COMMUNITY SECRETARIAT**

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities in gaining full access to existing services of ministries and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Bands and Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.



## CULT & REC INTERNAL AUDIT

416-965-994

CULT & REC, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of functions see first entry under Audit.

## CULT & REC LEGAL SERVICES BR

416-965-579

CULT & REC, LEGAL SERVICES BR provides legal services for the ministry and its agencies. For a description of branch activities see first entry under Legal Services.

## CULT & REC MCMICHAEL CANADIAN COLLECTION

416-893-112

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All morning and all day Monday are reserved for school tours by appointment.

## CULT & REC MULTICULTURAL DEVELOPMENT BR

416-965-662

CULT & REC, MULTICULTURAL DEVELOPMENT BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development grants are available. Contact field offices or the main office. The branch assists in the multicultural history project (965-0212) sponsored by the ministry and funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

## CULT & REC OECA

416-484-260

CULT & REC, OECA. The Ontario Educational Communications Authority, an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an educational television network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 TVOntario will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, teachers & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private stations. Provides: a cable package for viewers in areas not reached by TVOntario, video audio tapes through its VIPS Distribution Systems.



**CULT & REC OFFICE OF ATHLETICS COMMISSIONER**

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

**CULT & REC OLD FORT WILLIAM**

807-577-8461

CULT & REC, OLD FORT WILLIAM, one of the historic sites operated by the ministry, is a reconstruction of the original Fort William as it was in the period 1803-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled here for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario P0T 2Z9, telephone 807-577-8461.

**CULT & REC ONTARIO ARTS COUNCIL**

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

**CULT & REC ONTARIO HERITAGE FOUNDATION**

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

**CULT & REC ONTARIO HISTORICAL STUDIES SERIES**

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historical development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who

have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation.

## **CULT & REC ONTARIO LOTTERY CORPORATION**

416-961-6262

**CULT & REC, ONTARIO LOTTERY CORPORATION** manages Wintario and the Provincial Lottery. Proceeds from Wintario are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from Provincial Lottery sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (Wintario: 870-9170, Provincial Lottery: 870-9161). For Wintario grants information call 965-2390 or ministry field offices. For Provincial Lottery health research grants see Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

## **CULT & REC ONTARIO SCIENCE CENTRE**

416-429-4100

**CULT & REC, ONTARIO SCIENCE CENTRE** conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of films) and the Ontario Film Archive.

## **CULT & REC ONTARIO SPORTS TRAINING CENTRE**

416-965-0320

**CULT & REC, ONTARIO SPORTS TRAINING CENTRE** Technical Unit for Recreation Facilities acts as a province-wide information centre in the areas of planning, design, construction and operation of sports, fitness and physical recreation facilities. The Unit performs a counselling service, information dissemination, organization and presentation of conferences, workshops and seminars, help in research problems and provides a reading room. Publications are available at the Ontario Government Bookstore. Among the 72 clients the Unit has counselled to date are club and community groups, government professionals, municipal recreation departments, design professionals and facility planners.

## **CULT & REC OUTREACH ONTARIO**

416-965-6250

**CULT & REC, OUTREACH ONTARIO**, a program under the Arts Services Br is designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs, expand extension services and undertake cooperative projects. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, an important part of Outreach Ontario, listed separately in the index.

**CULT & REC PERSONNEL BR**

416-965-0225

CULT & REC, PERSONNEL BR performs the personnel functions for the Ministry of Culture and Recreation. For a description of functions see first entry under Personnel.

**CULT & REC POLICY PLANNING BR**

416-965-9942

CULT & REC, POLICY PLANNING BR. This branch has three functions as the central policy advisory and planning group in the ministry. Policy analysis and coordination function: analyzes and coordinates ministry-wide policy matters; prepares and monitors all Cabinet policy submissions; initiates and conducts policy investigation; advises and assists program managers. Program planning and evaluation function: coordinates and implements program planning, the ministry's Management-by-Results program and budget estimates; analyzes program activity and advises and assists program managers; provides liaison with Finance and Administration in program planning, financial forecasting, allocation of resources. Research coordination and information function: coordinates ministry research activities; provides support to policy and program central functions.

**CULT & REC PROVINCIAL LIBRARY SERVICES**

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides grants, by-laws and statistics and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

**CULT & REC PUBLIC ART GALLERIES GRANTS**

416-965-6256

CULT & REC, PUBLIC ART GALLERIES GRANTS Program, part of Arts Services Branch, assists eligible non-profit community art galleries through grants for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and gallery operations information. Applications available through main office or field offices. Art galleries may also apply to Ontario Arts Council for help with program and exhibition expenses.

**CULT & REC RESOURCE CENTRE**

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Branch maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

**CULT & REC ROYAL BOTANICAL GARDENS**

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant



material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

## **CULT & REC ROYAL ONTARIO MUSEUM**

416-978-369

**CULT & REC, ROYAL ONTARIO MUSEUM**, incorporating the Canadiana collection (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

## **CULT & REC SIMCOE MEMORIAL FOUNDATION**

416-965-267

**CULT & REC, SIMCOE MEMORIAL FOUNDATION** is responsible for the upkeep of Woford Chapel in Devon, England where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

## **CULT & REC SPECIAL SERVICES BR**

416-965-267

**CULT & REC, SPECIAL SERVICES BR** advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants of recreation to advise those who provide professional preparation at colleges and universities to train teachers within the school system and recreationists of municipalities; and administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves the public offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wide clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

## **CULT & REC SPORTS SERVICES BR**

416-965-65

**CULT & REC, SPORTS SERVICES BR** encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur



ports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

## CULT & REC TRANSLATION BUREAU

416-965-2891

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for stranded immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

## CULT & REC WINTARIO GRANTS

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

## CULTURAL

416-965-6256

CULT & REC, ARTS SERVICES BR develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating grants to provincial **cultural** institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the Wintario Non-capital Arts Program and provides grants for **cultural** exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec **Cultural** Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch, provides information and in some cases grants to community associations, individual artists and arts groups involved in interprovincial or international **cultural** exchanges. Also encourages a variety of **cultural** exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-965-6256

**CULT & REC, FESTIVAL ONTARIO**, under the Arts Services Branch, will coordinate exhibits from major **cultural** and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-965-0611

**CULT & REC, FIELD SERVICES BR.** Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the local level. By providing consultative services to community groups this Branch aids in the development of recreation and **cultural** activities locally. The consulting service is provided to a whole range of local and regional clients including municipal recreation department, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-6622

**CULT & REC, MULTICULTURAL DEVELOPMENT BR** develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of sensitivity to **cultural** differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development grants are available. Contact field offices or the main office. This branch assists in the multicultural history project (965-0212) sponsored by the ministry funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-487-6111

**CULT & REC, ONTARIO HISTORICAL STUDIES SERIES** Project produces comprehensive, scholarly and readable books on the historical development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and **cultural** development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation.

416-965-6111

**CULT & REC, OUTREACH ONTARIO**, a program under the Arts Services Br is designed to decentralize the province's **cultural** resources by encouraging cultural institutions to diversify their programs, expand extension services and undertake cooperative projects. **Cultural** agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also **CULT & REC Festival Ontario**, an important part of Outreach Ontario, listed separately in the index.

416-965-6763  
 CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Branch maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in **cultural** or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-2390  
 CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and **cultural** nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-5620  
 EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and **cultural** exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-2927  
 O & IA, ONTARIO QUEBEC PERMANENT COMMISSION promotes and stimulates **cultural** and educational exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and **cultural** affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

**CULTURAL EXCHANGES**  
 Cultural Exchanges, see Exchanges.

**CULTURE & RECREATION**  
 Culture & Recreation, Ministry of, see CULT & REC Branch Name.



## CURRICULUM

416-965-598

EDUC, CURRICULUM BR produces **curriculum** guidelines, resource material and circular for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian material for use with above guidelines. Initiates and coordinates **curriculum** input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enable publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

## DAIRY

Dairy, see also Health Community Health Protection Br Food

416-965-310

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and **dairy** products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plant manufacturing oleomargarine and edible oils). Also interprets the Milk Act and its regulations for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-24

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all **dairy** farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The laboratory in Guelph analyzes samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

## DAMS

416-965-62

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservative development and utilization of water and related land resources by providing policy, financial assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessments, **dams**, channel improvements and erosion control structures) and conservation and recreational land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).



**WATER RESOURCES, ENGINEERING SERVICES BR** is responsible for design, construction and maintenance of **dams**, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers the Lakes and Rivers Improvement Act which regulates the construction and operation of **dams** and diversions in the province. 416-965-1271

**ARTS COUNCIL**  
 Council, see Ontario Arts Council

## DAY CARE

**COMMUNITY SOC, DAY NURSERIES BR** provides consultative service to ministry district offices on **day care** such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special **day care** programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding pre and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office. 416-965-5095

**EMPLOYEE ADVISORY SERVICE** provides confidential counselling and referral services on work-related problems to employees of the Ontario Public Service (OPS). Provides training programs and individual consultations to managers and personnel administrators in dealing with troubled employees and work performance problems. Provides **day care** counselling to OPS employees (965-9953). 416-965-5161

## DEAF

**SPECIAL EDUCATION BR** operates education programs for some exceptional students outside the normal school structure in schools for the blind and **deaf**, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the **deaf**. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students. 416-965-2663

## DEALERS

Dealers, see subject involved, e.g. periodicals, real estate, securities, vehicles.

## DEATH DUTIES

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, **death duties** or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

## DEATHS

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births **deaths**, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, **deaths**, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of \$3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or **deaths**.

416-965-667

SOL GEN, CHIEF CORONER'S OFFICE. Coroners investigate sudden and violent **deaths**; warn the public re prevention of similar **deaths**; order autopsies for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purpose medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

416-965-154

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of **death** in unusual circumstances and in unveiling concealed homicides through autopsies and biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden **deaths**.

## DEBENTURES

Debentures, see also Securities

416-963-03

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as mortgages, bonds, **debentures** (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0373  
 CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, **debentures**, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-2914  
 TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities (**debentures**) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

416-965-5273  
 TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of **debentures**; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

416-965-6691  
 E & IA, SECURITIES BR acts as registrar and transfer agent of the Provincial public debt issues, both domestic and foreign. Is responsible for the prompt payment of interest on public debt; supplies investors with information on transfer requirements; arranges for complete service of **debentures** from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping securities deposited with the Province by the public in accordance with the regulations of provincial legislation.

EBT  
 debt, see also Credit

416-965-5591  
 TT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on **debt** problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete

information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 50 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

416-965-291

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, **debt** management, financial structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested issues and retires Province of Ontario **debt** securities (debentures) and treasury bills. Provides direction to government **debt** management requirements and coordinates overall **debt** policy regarding public and non-public financing of the Province, Ontario Hydro and its boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

416-965-669

TE & IA, SECURITIES BR acts as registrar and transfer agent of the Provincial public **debt** issues, both domestic and foreign. Is responsible for the prompt payment of interest on public **debt**; supplies investors with information on transfer requirements; arranges for complete service of debentures from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping securities deposited with the Province by the public in accordance with the regulations of provincial legislation.

## DEBT MANAGEMENT

Debt Management, Province of Ontario, see TE & IA Finance Management BR

## DEBT SECURITIES

Debt Securities, see Debentures

## DEFAULTED FINES

416-965-42

ATT GEN, AUDIT SERVICES BR is responsible for the Ministry's audit functions. For description of activities see the first entry under Audit. The branch also administers the **Defaulted Fines** Control Centre (driver's licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

## DELINQUENT

Delinquent, see Juveniles

## DEMERIT POINT

416-965-15

TR & COMM, DRIVER CONTROL OFFICE. Licensing & Control Branch ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs **demerit point** system; issues warnings; conducts interviews, re-examinations, and



suspends and reinstates driver's licence as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 963-0501. For fines non-payment call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

## DEMOGRAPHIC

Demographic, see Population.

## DENTAL

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, **dental** & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive **dental** care and dental health (Contact local Public Health agency). Provide grants to dentists in underserved areas. Deal with all Ministry policy about **dental** care. See also other sections in Health Health Promotion Br described separately.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, **dental** and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

## DENTISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, **dentists**, optometrists, pharmacists and nursing.

416-965-5036

**HEALTH, HEALTH PROMOTION BR DENTAL** Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to **dentists** in underserved areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

416-965-2181

**HEALTH, PROFESSIONAL SERVICES MONITORING BR** assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, **dentists**, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

## DENTURE THERAPISTS

416-965-7285

**HEALTH, HEALTH BOARDS SECRETARIAT** has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of **Denture Therapists**. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

## DEPTH CHARTS

Depth Charts, see Maps

## DERELICT MOTOR VEHICLES

Derelict Motor Vehicles, see Env Pollution Control Br Municipal & Private Section, also Waste Disposal Sites.

## DESERTED WIVES

Deserted wives, see Att Gen Provincial Courts Family Div.

## DESIGN SERVICES

416-965-2108

**GOVT SERV, DESIGN SERVICES BR** provides construction and **design services** for capital projects, lease purchase projects and accommodation alterations of the ministry including interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in

problems pertaining to construction, maintenance and operation of buildings and institutions.

## **DETENTION CENTRES**

Detention Centres, see Correctional Institutions

## **DEVELOPERS**

Developers, see Builders

## **DEVELOPMENT CORPORATIONS**

416-965-4622

**IND & TOUR, DEVELOPMENT CORPORATIONS.** The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-4255

**IND & TOUR, TOURISM DEVELOPMENT BR** is responsible for the development and upgrading of Ontario's tourism industry by: providing technical advice relating to planning, design, operation and management of tourist facilities; providing information related to the funding by the Ontario **Development Corporations** (ODC's) to new and existing tourist facilities; evaluating and recommending tourism project proposals from the public for possible funding by the ODC's; providing consultative assistance and analysis of tourism development projects which may require public support in whole or in part (965-7846); discharging the Ministry's responsibilities regarding tourism planning in Ontario; involvement in special projects which improve the quality of the province's tourism plant.

## **DIAL-A-BUS**

416-248-7191

**TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR**, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as **Dial-a-Bus** and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, application of energy future, etc.



416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electric Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, **dial-a-bus**, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

## DIESEL FUEL

Diesel Fuel, see Revenue Gasoline Tax Br

## DIPLOMAS

416-965-2657

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private schools and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation and honour graduation **diplomas** to qualified students. For details about eligibility, courses and services of the branch call, write or visit Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry Regional Offices.

416-965-262

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school **diplomas** and scholarship (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-729), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

## DISABILITY

Disability, see also Disabled

416-965-539

COMM SOC, MEDICAL ADVISORY BOARD acts in an advisory capacity to the Director Provincial Benefits Br regarding queries on applicants applying for and decisions on **disability** allowances.

416-965-237

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional **disability** of handicapped adults, as well as vocational training, employer



placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental **disability**. Also provides income to widowed spouse or orphans of deceased teachers.

416-965-1709

GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD recommends payments of annuities, pensions and **disability** benefits to Ontario Public Service Employees and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service employees are handled by Employee Benefits Branch (965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Tenant applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent physical **disability**. Housing is offered to families in greatest need when vacancies occur.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent **disability**; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-revention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## DISABLED

See also Disability

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the **disabled**, the blind, permanently unemployable fathers or single

persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the **disabled** and the blind is also known as GAINS-D (Guaranteed Annual Income System, **Disabled**) Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and **disabled**) Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & **disabled**) Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics B provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & **disabled**) GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees **disabled** by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabili-

tation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## DISADVANTAGED PERSONS

Disadvantaged Persons, see Handicapped.

## DISASTERS

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared **disasters** (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## DISCHARGING A MORTGAGE

Discharging a Mortgage, see CCR Regional Property Registration.

## DISCLOSURE

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' **disclosure** of take-over bids, proxy and proxy solicitation, insider trading and financial **disclosure** for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

## DISCRIMINATION

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of **discrimination**. Promotes public education to eliminate prejudice and provides publications on human rights. Undertakes resolution of



community problems involving race and ethnic relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

## DISEASE

Disease, see also Venereal Disease, also Respiratory Diseases.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls **disease** found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of **disease**. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control **disease** of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-2301

HEALTH, CLINIC SERVICES BR Chest **Disease** Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

416-965-7677

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable **disease**, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities: housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-4223

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control **disease** common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians on project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.



416-965-4094

**HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES**  
 Section controls communicable **disease** by collecting data and keeping local Public Health Officers aware of **disease** trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control **disease**. See also other sections in Health Community Health Protection Br described separately.

416-248-3196

**HEALTH, LABORATORY SERVICES BR** has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of **disease**. Serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call local public health laboratory.

## **DISTRICT HEALTH COUNCILS**

416-965-8059

**HEALTH, COMMUNITY HEALTH SERVICES AREA PLANNING COORDINATORS**  
 develop and promote **District Health Councils** which serve as local health planning bodies, coordinating and consolidating health services and planning new programs for their areas. Volunteers representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The five Area Planning Coordinators act as prime Ministry contacts for health planning and coordination of Ministry plans and operations on an area basis.

## **DISTRICTS**

Districts, see Municipalities

## **DIVORCE**

416-965-4118

**ATT GEN, CROWN LAW OFFICE, CIVIL Law** provides the Ontario Government with civil litigation in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals. Examines applications for judicial review to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this ministry. Acts for the Queen's Proctor in **divorce** matters. The Constitutional Law Branch of this office handles cases involving constitutional questions.

416-965-1865

**ATT GEN, OFFICIAL GUARDIAN** represents the civil rights of persons under a legal disability usually children under 18 years of age or the mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the court regarding the care, custody and maintenance of children in **divorce** cases.

416-965-5545

**ATT GEN, SUPREME COURT OF ONTARIO**, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court, the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions,

parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of **divorce** actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office. Judicial District of York handles inquiries regarding civil litigation commenced in this district, including **divorce** actions as to state of action (965-5582) and bankruptcy (965-5573). Provides certified copies of court documents, e.g. final **divorce** decree (965-5563). For listing of cases for trial contact 965-7418 for **divorce** and 965-7415 for cases other than divorce. Outside this Judicial District contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, **divorce** and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of \$3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

## DOCKS

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, **docks** and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

## DOCTORS

Doctors, see Physicians.

## DOCUMENT CERTIFICATION

Document Certification, see Govt Serv Protocol Services Recording Office.

## DOMESDAY BOOK

416-965-2741

NAT RES, LANDS ADMINISTRATION BR. Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown

land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the **Domesday Book**) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

## DOWNTOWN REVITALIZATION

Downtown Revitalization, see Housing Community Renewal Br (B), also Ind & Tour Consultative Services Br Grants.

## DRAINAGE

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile **Drainage** Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile **Drainage** Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design and construction policies, procedures, specifications, standards and technology for use by regional designer and regional construction; monitors and analyzes their application. Provides technical construction expertise to regional offices. Supplies ministry projects with special engineering design services, detailed design of electrical facilities and **drainage** and hydrology studies. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regions to ensure that policies and procedures for administering construction contracts are met.

## DRAINAGE BASINS

Drainage Basins, see Basins

## DRAMA

Drama, see Ontario Arts Council, Theatre

## DRINKING WATER

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe **drinking water**. Contact regional office.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of **drinking water** and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. Serves doctors, hospitals, other ministries, and analyzes **drinking water** for the general public. For drinking water specimen mailing kits call local public health laboratory.

## DRIVE-IN THEATRES

Drive-In Theatres, see Theatres

## DRIVER'S LICENCE

416-965-4223

ATT GEN, AUDIT SERVICES BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under Audit. The branch also administers the Defaulted Fines Control Centre (**driver's licence** suspension system). Contact 965-3711, 965-9012 or 965-0296.

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and **driver's licence** suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-158

TR & COMM, DRIVER CONTROL OFFICE, Licensing & Control Branch ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates **driver's licence** as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re-suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call CCF Motor Vehicle Accident Claims, Tel. 963-0501. For fines non-payment call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.



416-965-7143

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate **driver's licence** to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor vehicles including motorcycles, driver education instructors and issues **driver's licence**. Vehicle inspection involves commercial motor vehicles, auditing of school bus inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

## DRIVERS

Drivers, see also Driver's Licence

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of accidents caused by **drivers** of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

416-965-4456

OL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information to law enforcement agencies on criminal activities, suspended Ontario **drivers**, and vehicles registration.

416-965-1581

R & COMM, DRIVER CONTROL OFFICE, Licensing & Control Branch ensures that Ontario **drivers** are competent to operate vehicles; keeps records to identify problem **drivers**. Uns demerit point system; issues warnings; conducts interviews, re-examinations, and spends and reinstates driver's licence as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions of uninsured **drivers** under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 963-0501. For fines non-payment call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

416-965-7143

R & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate driver's licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to

**drivers.** Maintains statistics on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified **drivers** of motor vehicles including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor vehicles auditing of school bus inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

416-248-3544

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of **drivers** and private and commercial vehicles by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for **drivers** and vehicles. Manages the vehicle equipment approval program and investigates accidents in which condition of vehicles may have been contributory factor. Develops and modifies procedure for safety standards enforcement. Prepares drafts for proposed legislation and regulations.

## DRUG BENEFIT

416-965-6688

HEALTH, DRUGS & THERAPEUTICS BR is responsible for quality assurance, cost control & program management of Ontario's **Drug Benefit** & PARCOST (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit/PARCOST Comparative Drug Index, a prescribing guide for doctors & dispensing aid for pharmacists. Drugs listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, drugs in the Formulary are available free to **Drug Benefit** recipients. Pharmacists voluntarily participating in PARCOST agree to dispense drugs at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceuticals, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't institutions.

416-965-9333

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics BR provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to **drug benefit**. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies & write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the

blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

## DRUGS

416-965-1818  
COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of **drugs**. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-595-6100  
HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and **drugs**. Information is available about various social services for people concerned with psychoactive **drugs** including alcohol. The library of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

416-965-2161  
HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, occupational therapy, medical and social work, **drugs** and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

416-965-4094  
HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES section controls communicable disease by collecting data and keeping local Public Health officers aware of disease trends. Provides Medical Officers with **drugs** for immunization and treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections. Health Community Health Protection Br described separately.

416-965-6685  
HEALTH, DRUGS & THERAPEUTICS BR is responsible for quality assurance, cost control & program management of Ontario's Drug Benefit & PARCOST (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit/PARCOST Comparative Drug Index, a prescribing guide for doctors & dispensing aid for pharmacists. **Drugs** listed are assessed for safety, quality & therapeutic efficacy by analytical testing & current evaluation. When prescribed by a doctor or a dentist, **drugs** in the Formulary are available free to Drug Benefit recipients. Pharmacists voluntarily participating in PARCOST



agree to dispense **drugs** at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceuticals, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't institutions.

416-965-9337

**HEALTH, ONTARIO DRUG BENEFIT**, administered by the Drugs & Therapeutics BR provides prescribed **drugs** free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. **Drugs** must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

416-965-8111

**SOL GEN, OPP, SPECIAL INVESTIGATION BR** provides assistance to Crown attorney and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal **drugs**.

## DUMPS

Dumps, see Waste Disposal Sites

## EASEMENTS

Easements, see Rights of Way

## ECONOMIC

416-965-1066

**AG & FOOD, ECONOMICS BR** undertakes research into **economic** aspects of agriculture including production, marketing, land use planning, rural sociology, statistics.

416-487-6141

**CULT & REC, ONTARIO HISTORICAL STUDIES SERIES** Project produces comprehensive, scholarly and readable books on the historical development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premier; Historical Atlas; Theme studies on aspects of Ontario's **economic**, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation.

416-965-7111

**IND & TOUR, INDUSTRY & TRADE ANALYSIS BR** Economic Analysis Section (96-5354) analyzes major **economic** issues to develop recommendations that will enhance the



Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and **economic** statistics including population, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & **economic** accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors **economic** and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR functions include: development and recommendation of **economic** development policies concerning the broad strategies for the five planning regions in Ontario; analysis of specific **economic** development proposals and issues with significant regional impact and the development of appropriate policy options; analysis of sectors with major **economic** and regional development significance; coordination of negotiations with the Department of Regional Economic Expansion on behalf of the Province; project development, analysis and monitoring for the Regional Priority Budget in Southern Ontario.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL (OEC) is an advisory group reporting to the Government on a wide range of **economic** and other matters, such as urban affairs, social security, health and education policy. The OEC coordinates its work with the Economic Council of Canada and government ministries. Publishes an annual report which details research publications and work in progress.

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops **economic** policies for the transportation sector. Assists small business with shipping problems. Divided into three sections:

Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

## **EDIBLE OILS**

416-965-310

**AG & FOOD, MILK COMMISSION OF ONTARIO** develops policy for producing, processing and marketing milk and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and **edible oils**) Also interprets the Milk Act and its regulations for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

**AG & FOOD, MILK INDUSTRY BR** undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and **edible oils**. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

## **EDUC BUDGET SERVICES BR**

416-965-5342

**EDUC, BUDGET SERVICES BR** is responsible for preparation of multi-year plan and preparation and coordination of annual estimates. Monitors expenditure trends and provides analytical support services to the Ministry.

## **EDUC COMMUNICATIONS SERVICES BR**

416-965-6407

**EDUC, COMMUNICATIONS SERVICES BR** is the information service for the Ministry of Education. For a description of activities see first entry under Information Service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

## **EDUC CORRESPONDENCE EDUCATION BR**

416-965-2657

**EDUC, CORRESPONDENCE EDUCATION BR** provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private schools and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation and honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch call, write or visit Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry Regional Offices.

## **EDUC COUNCIL ON FRENCH LANGUAGE SCHOOLS**

416-965-2190

**EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS** ensures the continuing development of education for French speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

## **EDUC CURRICULUM BR**

416-965-5982

**EDUC, CURRICULUM BR** produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

## **EDUC EDUCATION DATA PROCESSING BR**

416-965-6669

**EDUC, EDUCATION DATA PROCESSING BR** provides data processing services to the ministry and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards, and statistical and administrative systems for the ministry.

## **EDUC FINANCIAL MANAGEMENT BR**

416-965-2611

**EDUC, FINANCIAL MANAGEMENT BR**, besides the normal functions of financial management (965-2611) and accounting (965-2612), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for teachers' colleges and summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

## **EDUC INFORMATION SYSTEMS & RECORDS BR**

416-965-2624

**EDUC, INFORMATION SYSTEMS & RECORDS BR** is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-302). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).



**EDUC LANGUAGES OF INSTRUCTION COMMISSION**

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

**EDUC MANAGEMENT SERVICES BR**

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services. Maintains micro files on teachers and ministry research projects. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

**EDUC PERSONNEL BR**

416-965-2222

EDUC, PERSONNEL BR performs the personnel functions for the Ministry of Education. For a description of branch activities, see first entry under Personnel.

**EDUC PROFESSIONAL DEVELOPMENT BR**

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges exchanges for teachers and school board personnel within Ontario and across Canada. (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

**EDUC REGIONAL SERVICES**

416-965-5606

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies on education and ensure that these policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist school boards to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. Administer programs and policies delegated to regional directors. There are six Regional Offices in Ontario.

**EDUC RESEARCH & EVALUATION BR**

416-965-9665

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. May provide grants for education research proposed by qualified researchers in Ontario educational organizations (965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.



## **EDUC SCHOOL BUSINESS & FINANCE BR**

416-965-5624

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of financial documents of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research on energy conservation in schools.

## **EDUC SPECIAL EDUCATION BR**

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

## **EDUC STUDENT ACTIVITIES & SPECIAL PROJECTS**

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

## **EDUC SUPERVISION & LEGISLATION BR LEGISLATION**

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

## **EDUC SUPERVISION & LEGISLATION BR SUPERVISION**

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and schools (e.g. private schools, correctional and National Defence Schools), organizations of teachers, principals, trustees and school officials. Advises them on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

**EDUC TEACHER EDUCATION BR**

416-965-1341

EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of teachers, vice-principals and principals.

**EDUC TEACHERS SUPERANNUATION COMMISSION**

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased teachers.

**EDUCATION**

Education, Ministry of, see EDUC Branch Name, see also Colleges, also Universities.

**EDUCATION DOCUMENTS**

Education Documents, evaluation of, see Educ Information Systems & Records Br.

**EDUCATION RELATIONS COMMISSION**

416-922-7679

EDUCATION RELATIONS COMMISSION (ERC) was established in 1975 to administer negotiation procedures for teachers and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

**EDUCATION RESEARCH**

416-965-9665

EDUC, RESEARCH & EVALUATION BR disseminates **education research** results to school boards and to the public. May provide grants for **education research** proposed by qualified researchers in Ontario educational organizations (965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

**EDUCATIONAL EXCHANGES**

Educational Exchanges, see Exchanges.

**EDUCATIONAL TELEVISION**

416-484-2600

CULT & REC, OECA. The Ontario Educational Communications Authority, a autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an **educational television** network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 TVOntario will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, teachers & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & priva

stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

## **EFFLUENTS**

Effluents, see Waste

## **ELDERLY**

Elderly, see Senior Citizens

## **ELDERLY PERSONS CENTRES**

Elderly Persons Centres, see Comm Soc Senior Citizens Br.

## **ELECTION**

416-965-0455  
**COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES** administers the **Election** Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial **election**. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial **election** campaign. Provides subsidies to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

416-965-6831  
**LEGISLATIVE ASSEMBLY ONTARIO ELECTION OFFICE** serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General **Election** or By-Election under the Ontario Election Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available.

## **ELECTORAL DISTRICT**

416-965-6831  
**LEGISLATIVE ASSEMBLY ONTARIO ELECTION OFFICE** serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's **electoral district**, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available.

## **ELECTRIC POWER PLANNING**

Electric Power Planning, see Royal Commission on Electric Power Planning.



## ELEVATING DEVICES

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses **elevating devices** including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of **elevating devices**. Registers contractors involved in maintenance and monitors their performance.

## EMBALMERS

416-963-0511

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit cemeteries, burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about cemeteries and burials. Contact Queen's Park or regional offices. For inquiries about funeral directors and **embalmers**, call the registrar of the Board of Funeral Services, First Floor, 23 Grosvenor St., Toronto, 921-5164.

## EMERGENCY

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mother raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aid are provided. The allowance for the disabled and the blind is also known as GAINS-I (Guaranteed Annual Income System, Disabled). Immediate **emergency** funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veteran pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-323

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promote organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by **emergency** spills of contaminants.

416-965-803

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally monitors, these services. Operates a training program for volunteer & part-time driver/attendants, and is responsible for central examination of graduates of the Ambulance & **Emergency** Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers. Coordination of air ambulance transfers is handled through York South Ambulance Service. Operates the Ontario Ambulance Services Information System. The branch does not accept requests for emergency ambulance service. Six Regional Coordinators perform decentralized planning & coordinating functions. If **emergency** ambulance



service is required, consult inside cover of local telephone book or dial 'O' for operator and ask for Zenith 90,000.

## EMISSIONS

Emissions, see Pollution

## EMOTIONALLY DISTURBED

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are **emotionally disturbed**, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and youth who are **emotionally disturbed** or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating **emotionally disturbed** children are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and **emotionally disturbed**, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

## EMPLOYEE BENEFITS

Employee Benefits (Ontario Public Service), see Civ Serv Benefits Policy Br, also Govt Serv Employee Benefits Br.

## EMPLOYEE RELOCATION

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of real estate for most ministries,

including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner **Employee Relocation Plan** (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodation.

## EMPLOYEES

Employees, see also Manpower.

416-965-6086

**CIV SERV, PAY POLICY & ADMIN BR** recommends Ontario Public Service pay policy to the Commission. Develops for approval by Management Board the government's objectives in negotiations with Ontario Public Service **Employees Union (OPSEU)** covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

416-965-1455

**CIV SERV, PUBLIC SERVICE APPEAL BOARDS.** The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service **employees** regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between **employees** and unions re wages, collective agreements, etc.

416-965-1483

**CIV SERV, RECRUITMENT BR (B)** develops and administers policies, standards and procedures to control the recruitment activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus **employees** and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators. See also Civ Serv Recruitment Br (A).

416-965-1438

**CIV SERV, STAFF DEVELOPMENT BR (B).** Staff Development Services Section (965-1438) identifies staff development needs of Ontario Government **employees**. Develop appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). See also Staff Development Br (A) for other sections in Branch.

416-965-516

**GOVT SERV, EMPLOYEE ADVISORY SERVICE** provides confidential counselling and referral services on work-related problems to **employees** of the Ontario Public Service (OPS)

Provides training programs and individual consultations to managers and personnel administrators in dealing with troubled **employees** and work performance problems. Provides day care counselling to OPS employees (965-9953).

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following benefits plans for **employees** of the Ontario Public Service: Public Service Superannuation Act, Superannuation Adjustment Benefits Act, Employees' Group Insurance Plan, Long Term Income Protection. Informs existing and retired **employees** of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-6541

GOVT SERV, EMPLOYEE DATA SERVICES BR operates and maintains the Integrated Payroll Personnel Employee Benefits (IPPEB) system. Central agencies and all ministries receive a variety of services from the system including: pay lists, cheques, work history data, ministry organization structures, status changes of **employees**, pension contribution data, life insurance, Ontario Health Insurance Plan (OHIP) information, T-4 income tax forms and salary structures. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to client liaison officers within the Employee Data Services Branch.

416-965-6751

GOVT SERV, EMPLOYEE HEALTH SERVICES BR provides direct health services to **employees** of the Ontario Public Service at their places of work in Toronto. Also provides advisory services to management on the health of the work force through various medical examinations.

416-965-1709

GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD recommends payments of annuities, pensions and disability benefits to Ontario Public Service **Employees** and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service **employees** are handled by Employee Benefits Branch (965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of **employees** in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of **employees**.



Provides means for **employees** and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and **employees** on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office

416-965-412

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of **employees** in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and **employees** to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

416-965-321

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-361) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for **employees**. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

416-965-020

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & **employees** in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for **employees** in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiation Acts. The Ontario Labour Relations Board deals with certification of employee trade union and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-56

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with



rights disputes between employers and **employees** with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

**LABOUR, SPECIAL STUDIES & SERVICES BR.** Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect **employees** and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

416-965-0564

**LABOUR, WOMEN CROWN EMPLOYEES OFFICE** acts as an internal consultant to Ontario government ministries and Crown agencies in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women **employees**. Provides impetus and technical advice to individual Deputy Ministers (program managers) and Women's Advisors (consultants). Prepares annual report on the status of women Crown **employees**. Reports regularly to Management Board on the progress of the corporate program which promotes equal opportunity for women employed in the private sector. This program is undertaken by this ministry's Women's Bureau. For affirmative action activities by specific ministries and agencies contact ministry or agency Women's Advisor.

416-965-1537

**LABOUR, WOMEN'S BUREAU** is an information service and resource centre for people interested in the employment status of women in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women **employees**. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-8500

**WORKMEN'S COMPENSATION BOARD (WCB)** administers the Workmen's Compensation Act. For **employees** disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of **employees** who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in

Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## EMPLOYERS

416-482-1111

**HEALTH, ENROLMENT BRANCH** enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to **employers** in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

416-965-3405

**IND & TOUR, SMALL BUSINESS OPERATIONS Div**, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario **employers**. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-4104

**LABOUR, CONCILIATION & MEDIATION SERVICES BR** provides conciliation officers who help labour and **employers** to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

416-965-5251

**LABOUR, EMPLOYMENT STANDARDS BR** sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and **employers** to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to **employers** and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages **employers** and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for **employers** & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and **employers**; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between **employers** and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the employment status of women in Ontario. Provides advice to **employers** in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

E & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned



properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private **employers** include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens), homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## EMPLOYMENT

Employment, see also Manpower.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative **employment** and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

CIV SERV, RECRUITMENT BR (A). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and **employment** practices in the OPS for permanent part-time employment and employment of handicapped persons. Employment Services Section (965-6081) provides information on **employment** opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on **employment** and compensation (pay policy) practices in the public and private sectors.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for **employment** in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful **employment**. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.



416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, **employment** placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-750-3335

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under Personnel. Also operates summer **employment** programs for students based on experience and assigned-task projects for four month work periods in institutions.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of **employment** and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of **employment** legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions (see first entry under Personnel) for the Ministry of Labour. The Branch is also involved with the Ministry's summer **employment** program, Students in Industrial Relations (STIR). The Ministry hires senior university and community college students and places them with sponsoring organizations, i.e. companies, unions, law and consulting firms, to give them practical exposure in the industrial relations field.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the **employment** status of women in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on **employment** counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-3540

**ONTARIO YOUTH SECRETARIAT** researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer **employment** for students. It also provides an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

**TE & IA, SUBSIDIES BR** administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer **employment**, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## EMPLOYMENT AGENCIES

416-965-5251

**LABOUR, EMPLOYMENT STANDARDS BR** sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses **employment agencies** (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office

## ENDANGERED SPECIES

Endangered Species, see Nat Res Wildlife Br.

## ENERGY

Energy, Ministry of, see ENERGY Branch Name.

416-965-762

**CCR, ENERGY SAFETY BR** which administers the Ontario **Energy Act**, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, at the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operation

416-965-6276

**ENERGY, ONTARIO ENERGY CORPORATION** was established in 1975 to invest in or otherwise participate in **energy** related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-2459

**ENERGY, THE MINISTRY OF ENERGY** ensures that Ontario receives an adequate and secure supply of **energy** at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the **energy** sector more as a catalyst than as an operating agency. Functions include reviewing and advising on **energy** matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (965-9174). For general information service contact 965-2459. For information on **energy** conservation and renewable energy (e.g. home insulation, solar energy), contact 965-3246.

416-636-8015

**ENV, RESOURCE RECOVERY BR** develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling, especially for **energy** conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-0410

**IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING** provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an **energy** management counselling program. For business counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-4622

**IND & TOUR, DEVELOPMENT CORPORATIONS.** The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present



operations, introducing new products and technology, financing exports, purchasing and installing pollution control and **energy** conservation equipment. Contact corporation regional office.

416-965-719

**IND & TOUR, INDUSTRY BR**, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on **energy** management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-2851

**ONTARIO ENERGY BOARD** regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about **energy**. The Board answers to the Legislature through the Minister of Energy.

416-592-5111

**ONTARIO HYDRO** supplies electrical **energy** to the people of Ontario indirectly through 352 associated municipal utilities, and directly to more than 790,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Minister of Energy.

416-592-3331

**ONTARIO HYDRO PUBLIC REFERENCE CENTRE** is the information service for Ontario Hydro and has general reference material on **energy**. For a description of activities see first entry under Information Service.

416-965-211

**ROYAL COMMISSION ON ELECTRIC POWER PLANNING** was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical **energy** and to environmental, energy and socio-economic factors. Will report on its conclusions relating to nuclear power by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a Library and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at



Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, **energy**, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, **energy** and labour aspects.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, **energy**, and anti-inflation programs.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the **energy** management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

416-248-7141

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on highways from hazard of impacting vehicles. Develops illumination design systems, guide rails and barriers. Monitors highway lighting performance and develops means of saving **energy** in city street lighting.

## ENERGY ONTARIO ENERGY CORPORATION

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

## ENERGY RATES

Energy Rates, see Ontario Energy Board.

## ENERGY THE MINISTRY OF ENERGY

416-965-2459

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (965-9174). For general information service contact 965-2459. For information on energy conservation and renewable energy (e.g. home insulation, solar energy), contact 965-3246.

## ENGINEERS

416-965-2741

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, Law Society Act, Notaries Act (notaries public), Professional **Engineers** Act and Public Accountancy Act.

416-965-4181

CCR, OPERATING **ENGINEERS** BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

## ENGLISH

416-965-1191

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides **English** as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers and for information on setting up parents' and preschoolers' and other community-based **English**, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-3151

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or **English** as the case may be.

**EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR** 416-965-5620 encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or **English** as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

## ENUMERATION

**REVENUE, ASSESSMENT FIELD OPERATIONS BR**, 416-965-1681 throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual **enumeration** program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

## ENV AIR RESOURCES BR

**ENV, AIR RESOURCES BR** 416-965-5778 sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

## ENV ENVIRONMENTAL APPEAL BOARD

**ENV, ENVIRONMENTAL APPEAL BOARD** 416-965-2531 provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

## ENV ENVIRONMENTAL APPROVALS BR

**ENV, ENVIRONMENTAL APPROVALS BR** 416-965-3980 is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits



under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates at planning stage certain activities by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

**ENV ENVIRONMENTAL ASSESSMENT BOARD**

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (approval to establish or extend waste disposal sites), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

**ENV FARM POLLUTION ADVISORY COMMITTEE**

416-768-5614

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment on farm pollution. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

**ENV FINANCIAL & ADMINISTRATIVE SERVICES BR**

416-965-6981

ENV, FINANCIAL & ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions provides support services to ministry programs including financial management and accounting. See first entries under Administrative Services and Accounting for descriptions of these functions. The branch edits and maintains the Policy and Procedures manual; conducts electronic data processing planning and operations.

**ENV INFORMATION SERVICES BR**

416-965-7117

ENV, INFORMATION SERVICES BR is the information service for the Ministry of the Environment. For a description of activities, see first entry under Information Service. Technical library at 135 St. Clair Ave. West (965-7978) and another at Resources Rd. (248-3408) are both open to the public.

**ENV INTERNAL AUDIT BR**

416-965-6977

ENV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For description of the function see the first entry under Audit.



**ENV LABORATORY SERVICES BR**

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health.

**ENV LEGAL SERVICES BR**

416-965-2684

ENV, LEGAL SERVICES BR provides legal services for the ministry. For a description of branch activities see first entry under Legal Services.

**ENV PERSONNEL BR**

416-965-3267

ENV, PERSONNEL BR performs the personnel functions for the Ministry of the Environment. The branch is also responsible for the women's advisor and those involved in the bilingualism program. For a description of branch activities see first entry under Personnel.

**ENV PESTICIDES ADVISORY COMMITTEE**

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises the Ministry on environmental research grants and evaluates results. Coordinates problem solving. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section (965-2401).

**ENV PESTICIDES APPEAL BOARD**

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

**ENV POLLUTION CONTROL BR**

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control pollution; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support and training in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

**ENV POLLUTION CONTROL BR CONTINGENCY**

416-965-3237

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of contaminants.

**ENV POLLUTION CONTROL BR DEVELOPMENT & RESEARCH**

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

**ENV POLLUTION CONTROL BR INDUSTRIAL**

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

**ENV POLLUTION CONTROL BR MUNICIPAL**

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

**ENV POLLUTION CONTROL BR NOISE**

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

**ENV POLLUTION CONTROL BR PESTICIDES**

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control pollution. Issues licences for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of

household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

## **ENV PROGRAM PLANNING AND EVALUATION BR**

416-965-7984

ENV, PROGRAM PLANNING AND EVALUATION BR directs and coordinates Ministry planning and program evaluation activities by conducting operational and policy evaluation studies on programs, including the development of output measures for assessing effectiveness and efficiency. Coordinates the ministry's management by results program. Directs multi-year planning and related submissions. Coordinates liaison activities with Cabinet Committee on Resources Development, Management Board and ministries within the Ontario government.

## **ENV PROJECT COORDINATION BR**

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers grants programs for certain sewage and water works to regional or restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

## **ENV REGIONAL OPERATIONS DIVISION (A)**

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

## **ENV REGIONAL OPERATIONS DIVISION (B)**

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.



**ENV RESOURCE RECOVERY BR**

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

**ENV WASTE MANAGEMENT ADVISORY BOARD**

416-965-3007

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of waste in Ontario including means of reducing the quantity produced, of assisting in the development of resource recovery from the waste stream, and of improving the aesthetic quality of the physical environment.

**ENV WATER RESOURCES BR DATA SYSTEMS**

416-965-6141

ENV, WATER RESOURCES BR DATA SYSTEMS and Administration Section designs, develops and implements systems that store, retrieve and process data related to the programs of the Water Resources Branch.

**ENV WATER RESOURCES BR HYDROLOGY**

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

**ENV WATER RESOURCES BR LIMNOLOGY**

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

**ENV WATER RESOURCES BR PLANNING**

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.



## ENV WATER RESOURCES BR WATER MODELLING

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

## ENVIRONMENT

Environment, Ministry of, see ENV Branch Name.

## ENVIRONMENTAL RESEARCH

Environmental Research, see also Provincial Lottery for other grants

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers **environmental research** grants. Contact regional office.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in **environmental research** projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises the Ministry on **environmental research** grants and evaluates results. Coordinates problem solving. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section (965-2401).

## EROSION

416-965-6283

WAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include

water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and **erosion** control structures) and conservation and recreation land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from **erosion** or storms (965-7499).

## ESCALATORS

Escalators, see Elevating Devices

## ESL

ESL (English as a Second Language), see Cult & Rec Citizenship Br.

## ESTATE TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called **estate tax**, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

## ESTATES

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages **estates** of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of **estates** of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT probates wills of persons who die testate (with a Will) and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against **estates**. Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

**ETHNIC**

Ethnic, see also Multicultural, Multiculturalism

416-965-4004

**IND & TOUR, ADVERTISING SERVICES** Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to **ethnic** or multicultural and non-urban communities through weekly newspapers, **ethnic** publications, radio and television.

416-965-6841

**ONTARIO HUMAN RIGHTS COMMISSION** administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of discrimination. Promotes public education to eliminate prejudice and provides publications on human rights. Undertakes resolution of community problems involving race and **ethnic** relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

**EVIDENCE**

416-965-2561

**SOL GEN, CENTRE OF FORENSIC SCIENCES** prepares legally admissible **evidence** for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

**EX-OFFENDERS**

416-965-2376

**COMM SOC, REHABILITATION BR** provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, **ex-offenders**, emotionally handicapped and socially disadvantaged adults. Contact district office.

**EXCHANGES**

416-965-4162

**IV SERV, FRENCH LANGUAGE SERVICES GROUP** offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual

staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants **exchanges**.

416-965-6256

**CULT & REC, CULTURAL EXCHANGE PROGRAM**, part of Arts Services Branch provides information and in some cases grants to community associations, individual artists and arts groups involved in interprovincial or international cultural **exchanges**. Also encourages a variety of cultural **exchanges** between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-965-2667

**EDUC, PROFESSIONAL DEVELOPMENT BR** administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges **exchanges** for teachers and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-5620

**EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR** encourages educational and cultural **exchanges** of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-2927

**TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION** promotes and stimulates cultural and educational **exchanges** between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates **exchanges** between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

## EXHIBITIONS

Exhibitions, see also Exhibits

416-965-1091

**AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR** gives grants to all the agricultural societies in Ontario for **exhibitions**, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives



grants to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

416-361-0414

**CULT & REC, ART GALLERY OF ONTARIO** cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan **exhibitions** in the art gallery and The Grange, a restored historic Toronto house. Circulates **exhibitions** to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

416-978-3690

**CULT & REC, ROYAL ONTARIO MUSEUM**, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling **exhibitions**, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-6741

**GOVT SERV, PROPERTY MANAGEMENT BR** provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in **exhibitions** at the London, Ottawa and Thunder Bay government buildings; coordinates orders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

416-965-5764

**GUID & TOUR, TOURISM MARKETING BR** promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-408) provides travel counselling to the public by supplying information and publications on events, **exhibitions**, attractions, facilities and tours. Provides up-to-date ski and road reports, campground vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

## EXHIBITS

Exhibits, see also Information Service for Ministries' Exhibits.

416-965-62

CULT & REC, FESTIVAL ONTARIO, under the Arts Services Branch, will coordinate exhibits from major cultural and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

## EXPERIENCE PROGRAM

416-965-35

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer employment for students. It also provides an information service on government youth services. Inquiries about the Ontario government's **Experience Program** should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

## EXPORTS

416-965-46

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing **exports**, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-71

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides names of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario **Exports** by Countries and Commodities', available on request.

## EXPROPRIATION

416-965-2

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for

**expropriation.** Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

**ATT GEN, BOARD of VALUATION.** 416-965-2867  
Corporation Act does not constitute an **expropriation** or injurious affection, compensation shall be paid to the property owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount fixed, they may appeal to the Ontario Municipal Board.

**ATT GEN, LAND COMPENSATION BOARD** 416-965-1012  
determines compensation for land taken through **expropriation** by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

**GOVT SERV, LEGAL BR** 416-965-1141  
provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including **expropriation**) sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

**ONTARIO ENERGY BOARD** 416-965-2851  
regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, **expropriation** for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

**R & COMM, PROPERTY BR** 416-248-3213  
is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes **expropriation** and land management. Contact regional offices. In Metro Toronto, call Central Region, 8-3455.

## EXTENDED CARE

**COMM SOC, SENIOR CITIZENS BR** 416-965-7695  
and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes for The Aged, residential care, **extended care**, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on



aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

## EXTENDED HEALTH CARE

416-965-505

**HEALTH, FINANCE AND ACCOUNTING BR** provides financial information to the Ministry of Health; manages the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Home Care for Special Care and **Extended Health Care** programs (965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under Accounting.

416-965-508

**HEALTH, INSPECTION BR NURSING HOME INSPECTION** Services licenses, inspects, and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, sanitation. Approves construction plans for new homes. Most nursing home residents are eligible for **Extended Health Care** (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet the treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing homes licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new beds contact Institutional Division, 965-8079.

416-965-570

**HEALTH, INSURANCE CLAIMS BR** processes insurance claims under the Ontario Health Insurance Plan (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and **Extended Health Care** benefits. Appeals concerning **Extended Health Care** benefits in nursing homes are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

416-965-933

**HEALTH, ONTARIO DRUG BENEFIT**, administered by the Drugs & Therapeutics Branch, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) or vocational rehabilitation assistance, Homes for Special Care & **Extended Health Care** benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies. Write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed on the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist obtained in Ontario.



## EXTERMINATORS

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control pollution. Issues licences for use and sale of pesticides (e.g. pest **exterminators**) Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-2401

## EXTERNAL ACTIVITIES

External Activities, see TE & IA External Activities Coordination Secretariat, also Ind & Our Industry & Trade Development.

## EXTRA-PROVINCIAL LICENCES

CR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and **extra-provincial licences**. See also other sections of this branch described separately.

416-963-0387

CR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and **extra-provincial licences**. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-963-0543

CR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, **extra-provincial licences**, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0373

## EYEGLASSES

Eyeglasses, see Comm Soc Provincial Benefits Br

## FAMILY BENEFITS

Family Benefits, see Comm Soc Provincial Benefits Br and Comm Soc Social Assistance Review Board.

## FAMILY PLANNING

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and **family**

416-965-8176

**planning.** Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

## FARM

Farm, see also Farm Land, Farm Products

416-965-6149

**AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR** assists Ontario farmer with their manpower requirements by providing training programs and advisory services for **farm** workers and financial assistance for the construction of housing to accommodate seasonal workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural Manpower Committee.

**AG & FOOD, COLLEGES OF AGRICULTURE** offer courses in **farm** management agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-124

**AG & FOOD, EXTENSION BR** operates the Ontario **farm** management program to encourage farmers to use modern techniques to manage their livestock, soils, crop machinery and finances. Administers the Capital Grants for **Farm** Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth course commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmer Association of Ontario. Contact AG REPS in county or district offices.

416-965-18

**AG & FOOD, ONTARIO CROP INSURANCE COMMISSION** makes available to farmer a crop insurance plan for all commercial insurance crops. Its **Farm** Income Stabilization Program provides financial assistance during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

519-824-41

**AG & FOOD, ONTARIO FARM MACHINERY BOARD** in Guelph (ext. 2463) investigates complaints regarding **farm** machinery and may bring together interested parties to resolve problems involving farmers, dealers and manufacturers in Ontario.

416-965-76

**AG & FOOD, RURAL DEVELOPMENT BR.** The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: **farm** consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive

Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-768-5614

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment on farm pollution. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

## FARM LAND

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

E & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-68-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-500), & through municipalities interest-free tax credits to elderly senior citizens (965-500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## FARM PRODUCTS

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires licences of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing

plans administered by a producer marketing board. A list of these boards is kept by this office.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these **farm products**. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

## FARMERS

Farmers, see Junior Farmers, also Farm, Farm Land, Farm Products.

## FATHERS

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable **fathers** or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-2361

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefit (financial allowances for single mothers, permanently unemployable **fathers**, foster children etc.).

## FEDERAL-PROVINCIAL

Most provincial programs have federal-provincial involvement. See specific program and consult branch or agency.

416-965-335

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and program treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides **federal-provincial** liaison between the Ontario Government and the federal Department of External Affairs.



**E & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat** provides policy advice on Ontario's participation in **federal-provincial** and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific **federal-provincial** or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

**E & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR** coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over \$450 million in 1978. Reviews and coordinates provincial policy in **federal-provincial** shared-cost programs, and **federal-provincial** equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

**E & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat** assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of **federal-provincial** governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

**E & IA, SUBSIDIES BR** administers provincial & **federal-provincial** subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-8-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-00), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## FELLOWSHIPS

**ALL UNIV, STUDENT AWARDS BR** has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario

Student Loan and Ontario Special Bursary. The branch also awards **fellowships** or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: **fellowships** for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

## FERRY

705-472-4500

**NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION** Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air service (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including **ferry** services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

## FESTIVAL ONTARIO

416-965-6250

**CULT & REC, FESTIVAL ONTARIO**, under the Arts Services Branch, will coordinate exhibits from major cultural and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Garden, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. **Festival Ontario** does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

## FESTIVALS

Festivals, see Exhibitions

## FILLING MATERIAL

Filling Material, see Upholstered and Stuffed Articles

## FILM INDUSTRY

Film Industry, see also CCR Theatres Br.

416-965-6400

**CULT & REC, CULTURAL INDUSTRIES BR** is involved with the **film industry**, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is policy development. Contact regional offices or main office.

416-965-7100

**IND & TOUR, INDUSTRY BR**, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing consultative service on technology to industry on a sector basis; introducing new technology

to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the **film industry** in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

## FILMS

Films, see also Film Industry.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in **films** exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under Information Service. Also provides assistance (e.g. consultation, publications, **films**, slide displays, etc.) to the public, municipalities and social agencies to explain programs.

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and **films** on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, **films**, tapes and intercultural development grants are available. Contact field offices or the main office. The Branch assists in the multicultural history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from



performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of **films** and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-429-4100

**CULT & REC, ONTARIO SCIENCE CENTRE** conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of **films**) and the Ontario Film Archive.

416-965-6763

**CULT & REC, RESOURCE CENTRE** and Library under the Administrative Services Branch maintains an up-to-date collection of books, pamphlets, **films**, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-978-3690

**CULT & REC, ROYAL ONTARIO MUSEUM**, incorporating the Canadiana collection (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of **films**. The ROM is located at 100 Queen Park Cres. in Toronto.

416-965-5466

**IND & TOUR, COMMUNICATIONS DIV** has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with information service including photography, audio-visual, publications, releases, speech media liaison and other services (see first entry under Information Service). Operates a library of still and motion pictures to lend to groups interested in tourism. Catalogues of **film** available.



416-965-7711

**IND & TOUR, ONTARIO PLACE CORPORATION** operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows **films** for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-4871

**SOL GEN, OFFICE OF THE FIRE MARSHAL** assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). **Films** are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

## FINANCIAL ASSISTANCE

Financial Assistance, see also Grants, Loans.

416-965-6149

**AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR** assists Ontario farmers with their manpower requirements by providing training programs and advisory services for farm workers and **financial assistance** for the construction of housing to accommodate seasonal workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural Manpower Committee.

416-965-1811

**AG & FOOD, ONTARIO CROP INSURANCE COMMISSION** makes available to farmers crop insurance plan for all commercial insurance crops. Its Farm Income Stabilization program provides **financial assistance** during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

416-965-7548

**CR, LAND BOUNDARIES PROGRAM**, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have

been lost or obliterated. Provides **financial assistance** under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of **financial assistance** to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. **financial assistance** contact 965-2521. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary **financial assistance** is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides **financial assistance** for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans' pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teacher (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges exchanges for teachers and school board personnel within Ontario and across Canada, (965-9667). Administer examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides **financial assistance** for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-8015

**HEALTH, INSTITUTIONAL PLANNING BR** reviews and approves plans for construction and renovation of hospitals. Administers capital **financial assistance** of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

416-965-5764

**IND & TOUR, TOURISM MARKETING BR** promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides **financial assistance** to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-3514

**TE & IA, MUNICIPAL ADMINISTRATION BR** encourages and assists Ontario municipalities in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on metrication in municipalities. Offers **financial assistance** for municipal bilingualism programs.

416-248-3727

**TR & COMM, URBAN & REGIONAL PLANNING OFFICE** provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers **financial assistance** to municipalities for transportation planning studies.

## FINANCIAL INFORMATION

Central Financial Information System, see TE & IA Financial Information & Accounting Policy Br.

## FINANCIAL MANAGEMENT

Financial Management services in each ministry include the establishment of accounting and financial policies and performing general accounting and financial reporting functions. For a listing of ministries' Accounts or Finance branches see Accounting.

## FINANCING STATEMENT

Financing Statement, see CCR Personal Property Registration Br.

## FINES

Fines for traffic violations, see Defaulted Fines, also Att Gen Provincial Courts Criminal Div (etro).



## FIRE

416-965-5881

CCR, BUILDING CODE BR is developing a **fire** code and administers a building code for Ontario to minimize building, health and **fire** hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario Plumbing Code which is at present Reg. 647 of the Ontario Water Resources Act.

705-942-1800

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation. Organizes **fire** control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

416-965-487

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal **fire** departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major **fire** problems; supports **fire** codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroner (965-4861). Promotes public safety programs; publishes **fire** loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

## FIREARMS

416-965-448

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry **firearms** in Ontario as outlined in the Criminal Code (Canada). An amendment to the Criminal Code has been passed and will be effective as of January, 1979 requiring a firearm acquisition certificate for the purchase of **firearms**. This office maintains a central registry of all Ontario's registered **firearms**.

## FIREFIGHTERS BRAVERY

Firefighters Bravery, see Ontario Medal

## FISH

416-824-41

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, **fish** and wildlife, soil



water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or hazardous agents on **fish** and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in **fish**. Contact regional office.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, **fish** and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, **fish** farming regulations, **fish** identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial **Fish** Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific **fish** management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

## FISHING

Fishing, see Fish

**FITNESS**

416-965-6312

**CULT & REC, FITNESS SERVICES BR** promotes a more active lifestyle for the citizens of Ontario to improve their **fitness** levels. To motivate and educate people on the importance of **fitness** and to coordinate fitness services, the branch runs a campaign through the media and publications, a fitness awards program, an employee fitness consultation service, mobile fitness testing, fitness instructor training and supports community coordination and motivation initiatives.

416-965-0322

**CULT & REC, ONTARIO SPORTS TRAINING CENTRE** Technical Unit for Recreation Facilities acts as a province-wide information centre in the areas of planning, design, construction and operation of sports, **fitness** and physical recreation facilities. The Unit performs a counselling service, information dissemination, organization and presentation of conferences, workshops and seminars, help in research problems and provides a reading room. Publications are available at the Ontario Government Bookstore. Among the 725 clients the Unit has counselled to date are club and community groups, government professionals, municipal recreation departments, design professionals and facility planners.

416-965-6546

**CULT & REC, SPORTS SERVICES BR** encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and **fitness** resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

416-965-2391

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, **fitness**, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-433

**HEALTH, HEALTH PROMOTION BR** **HEALTH EDUCATION** Consultants provide information on programs in accident prevention, smoking and health, physical **fitness**. See also other sections in Health Health Promotion Br described separately.

**FOOD**

**AG & FOOD, COLLEGES OF AGRICULTURE** offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or **food** service.

supervision, **food** and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1058

**AG & FOOD, FARM PRODUCTS INSPECTION BR** regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of **food** (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

**AG & FOOD, FARM PRODUCTS MARKETING BOARD** administers the Farm Products Marketing Act which requires licences of dealers of all regulated **food** products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

416-965-7701

**AG & FOOD, ONTARIO FOOD COUNCIL** promotes the development of domestic and foreign markets for Ontario's **food** products. The Consumer Section of the Ontario Food Council provides consumer information, education and publications on the availability, storage, quality and nutritive value, purchase and use of Ontario foods. The Council provides administrative support to the Ontario Maple Syrup Producers Association.

416-259-5479

**AG & FOOD, ONTARIO FOOD TERMINAL BOARD** operates the Ontario **Food** Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

416-824-4120

**AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY** in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: **food**, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.



416-750-3366

**CORR SERV, FOOD SERVICES BR** endeavours to provide those under the care of the ministry with a nutritionally adequate diet and teaches **food** service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry main office.

416-965-2214

**ENV, POLLUTION CONTROL BR INDUSTRIAL** Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, **Food & Forest**. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-4236

**HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL** Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of **food** in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test milk products. Approves acceptable milk containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the **food** trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4164

**HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION** Services provide consultants to municipalities to advise on local public health inspections for cleanliness in restaurants, **food** stores, residences, factories, etc. Contact local Public Health Unit serving municipality. See also other sections in Health Community Health Protection Br described separately.

416-965-5888

**HEALTH, HEALTH PROMOTION BR NUTRITION** Consultants provide consultation to health agencies on nutrition, **food** budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

## FOREIGN INVESTMENT

Foreign Investment, see also Ind & Tour Industry & Trade Development.

416-965-5711

**IND & TOUR, INDUSTRY SECTOR POLICY BR** develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal **Foreign Investment Review Agency (FIRA)** and General Agreement on Tariffs and Trade (GATT) by the world trading nations. Tourism Policy & Research Section (965-5725) develops and maintains data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism Recreation Planning Study.



TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies **foreign investment**, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs. 416-965-2999

## FOREIGN LAND

Foreign Land sale, see CCR Real Estate & Business Brokers.

## FORENSIC SCIENCE

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using **forensic science** services. 416-965-2561

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies and biological and other techniques of **forensic science**. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths. 416-965-1554

## FOREST FIRE

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for **forest fire** detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts **forest fire** control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on **forest fire** prevention and control. 705-942-1800

## FOREST RANGERS

Forest Rangers, see Nat Res Personnel Br

## FORESTRY CAMPS

OFFICE SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions and **forestry camps**. Office Services Section (phone: 750-3321) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under Administrative Services for further description of this function. 416-750-3501

## FORESTS

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown **forests** to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed **forests**.

416-832-2761

NAT RES, ONTARIO FOREST RESEARCH CENTRE in Maple, Ontario provides scientific and technical knowledge and information to improve the management of **forests** in Ontario. Main research effort is biological and ecological rather than technological or economic, aimed at regeneration and improvement of **forests**.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed **forests** (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## FORGERY

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, fraud, rackets, schemes, counterfeiting and **forgery**. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

## FORT WILLIAM

Fort William, see Old Fort William

## FOSTER CHILDREN

416-965-264

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mother raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, **foster children** & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aid are provided. The allowance for the disabled and the blind is also known as GAINS- (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal

programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, **foster children**, etc.).

#### FOUR-H (4-H)

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the **Four-H (4-H)** and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

#### FRANCHISES

416-963-0309

CCR, COMMERCIAL STUDIES conducts ministry research projects. Has general information on **franchises**.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas **franchises** and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

#### FRANCO-ONTARIAN

Franco-Ontarian, see also French

416-965-0598

CULT & REC, COUNCIL ON FRANCO-ONTARIAN AFFAIRS is an advisory body which makes recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians; or on any matter which one or both ministers may refer to the Council for consideration. Services of the Council are available to other ministries. The Council maintains close liaison with the French community in order to be well informed of

the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

416-961-1660

**CULT & REC, ONTARIO ARTS COUNCIL**, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and **Franco-Ontarian** community arts.

## FRATERNAL SOCIETIES

Fraternal Societies, see CCR Financial Institutions.

## FRAUDS

416-965-8117

**SOL GEN, OPP, ANTI-RACKETS BR** provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, **frauds**, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

## FREEDOM OF INFORMATION & INDIVIDUAL PRIVACY

416-598-0411

**COMMISSION ON FREEDOM OF INFORMATION & INDIVIDUAL PRIVACY** was established in March, 1977 to examine and make recommendations on: the individual's right to privacy and appeal regarding the use of government information, the individual's right of access to government information, protection of the public interest by determining what information should be confidential. Write to the Commission at 180 Dundas St. W., 22nd Floor, Toronto M5G 1Z8.

## FREIGHT FORWARDERS

416-248-7146

**TR & COMM. HIGHWAY CARRIER LICENSING SECTION**, Licensing & Control Branch issues licences to public vehicles (PV), e.g. bus and charter operations and to public commercial vehicles (PCV), e.g. trucks, truck tractors and **freight forwarders** operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

## FRENCH

French, see also Franco-Ontarian, Bilingualism.



416-965-2816  
**ATT GEN, COURTS ADMINISTRATION PROGRAM** manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of **French** language services in Ontario courts.

416-965-4162  
**CIV SERV, FRENCH LANGUAGE SERVICES GROUP** offers **French** language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges.

416-965-5241  
**COLL UNIV, STUDENT AWARDS BR** has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying **French**, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-0598  
**CULT & REC, COUNCIL ON FRANCO-ONTARIAN AFFAIRS** is an advisory body which makes recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians; or on any matter which one or both ministers may refer to the Council for consideration. Services of the Council are available to other ministries. The Council maintains close liaison with the **French** community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

416-965-2190  
**DUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS** ensures the continuing development of education for **French** speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to **French** language schools.

416-965-3155  
**DUC, LANGUAGES OF INSTRUCTION COMMISSION** of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, **French** or English as the case may be.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges exchanges for teachers and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for **French** language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-562

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of **French** or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-206

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school board municipalities, teachers and the public about education statutes (e.g. provision of **French** language education) that affect their rights, duties and responsibilities.

416-965-386

OFFICE OF THE COORDINATOR ON BILINGUALISM coordinates the implementation of the Government's bilingualism policy (provision of **French** language services to the public). Provides related information and advice to other Ontario Government ministries, the media and the public.

## FROG

416-965-51

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative service functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographic maps including canoe routes. Publications on mining are also available (965-1348). For description of administrative service functions, see first entry under Administrative Services. The branch also provides information on **frog**, turtle & snake identification.

## FRUIT

416-965-10

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup

Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of **fruit** & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses neglected orchards. Informs the public on all aspects of food (**fruit**, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires licences of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender **fruit**, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of **fruit**, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh **fruit** and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

## FUEL

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane **fuel**, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of **fuel** resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, **fuel** for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel **fuel**) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds



of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of **fuel** by road vehicles to support **fuel** conservation legislation and direct the energy management program. Examines, tests and implements **fuel** conservation measures. Studies alternative fuels, especially methanol.

## FUNERAL DIRECTORS

416-963-0511

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit cemeteries, burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about cemeteries and burials. Contact Queen's Park or regional offices. For inquiries about **funeral directors** and embalmers, call the registrar of the Board of Funeral Services, First Floor, 25 Grosvenor St., Toronto, 921-5164.

## FUNGICIDES

Fungicides, see Pesticides.

## FUR

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of **fur** farmers.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). **Fur** Section (965-3345) regulates use of furbearers; licenses **fur** buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

## FURNITURE

Furniture, see Upholstered and Stuffed Articles



## GAINS-A

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or **GAINS-A** (income supplement for senior citizens) and **GAINS-D** (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (**GAINS-A**) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual information service on the **GAINS-A** program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

## GAINS-D

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as **GAINS-D** (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or **GAINS-A** (income supplement for senior citizens) and **GAINS-D** (income supplement for the blind and disabled), Family Benefits financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

## GAMBLING

Gambling, see also Games of Chance

416-965-8114

OL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, **gambling**, and suppression of illegal rugs.

## GAMES OF CHANCE

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and **games of chance** operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

## GARAGES

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. **garages**) licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and **garages** contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

## GARBAGE

Garbage, see Waste.

## GARDENS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed **gardens** and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

## GARNISHMENTS

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and **garnishments** before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

## GASOLINE

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of **gasoline**. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (**gasoline**, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

## GEOGRAPHIC NAMES

Geographic Names, see Nat Res Surveys & Mapping Br B.

## GEOLOGICAL

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the **geological** and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include **geological**, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, **geological** and other thematic maps for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

## GEOTECHNICAL

Geotechnical, see also Geological

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides **geotechnical** support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

## GERIATRICS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Home For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Person Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of **Geriatrics** and Gerontology (367-8867). Contact district office.

## GIFT TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and inheritance tax. **Gift Tax** Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

## GO TEMPORARY

CIV SERV, RECRUITMENT BR (A). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of handicapped persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. **Go Temporary** Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

## GO TRANSIT

416-630-2630

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATO) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages **GO Transit**, a commuter railway service operated by Canadian National Railway and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For



information on timetables and fares phone local **GO Transit** number (in Toronto, 630-3933). TATO reports to the Legislature through the Minister of Transportation & Communications.

## GOVERNMENT CAUCUS OFFICE

416-965-2337

**GOVERNMENT CAUCUS OFFICE.** In the June 9, 1977 provincial election, the Progressive Conservative Party (PC) was returned to Government. Each Member of Provincial Parliament belonging to the Progressive Conservative Party belongs to the Government Caucus. The Caucus deliberates policies and programs which will become part of legislation to be introduced in the Legislature. Specific Committees are responsible for certain areas. The Caucus Office has a Chief Whip who looks after attendance in full Caucus, Committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature.

## GOVERNMENT PAYMENTS

Government Payments, see Govt Serv Government Payments Br.

## GOVERNMENT SERVICES

Government services, Ministry of, see GOVT SERV Branch Name

## GOVERNMENT VEHICLES

416-965-1051

**GOVT SERV, SPECIAL SERVICES BR** provides Ontario Government ministries with these operational support services: Collection Service for debts owing to the government (965-5195); Mail Delivery and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a Records Centre which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for **government vehicles** and a trucking service on a charge-back basis (252-3348).

416-248-3617

**TR & COMM, OFFICE OF LEGAL SERVICES** provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving **government vehicles**, as well as claims by the Crown for damage to highway property or **government vehicles** excluding OPP vehicles.

416-248-3178

**TR & COMM, SUPPLY & SERVICES BR** provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases **government vehicles**, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off **government vehicles**. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution;

performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

**GOVT SERV ADMINISTRATIVE SERVICES**

416-965-9215

GOVT SERV, ADMINISTRATIVE SERVICES supplies the ministry with administrative services. For a description of functions, see first entry under Administrative Services.

**GOVT SERV AUDIT BR**

416-965-4805

GOVT SERV, AUDIT BR is responsible for the ministry's audit function. For a description of the function see first entry under Audit.

**GOVT SERV COMPUTER SERVICES DIV**

416-965-3417

GOVT SERV, COMPUTER SERVICES DIV provides comprehensive data processing services including computing, time sharing and system support to authorized users on a cost recovery basis. Three Computing Centres in Toronto serve specific ministries: Queen's Park Computing Centre (965-0684), Leaside Data Centre (965-0941), and Downsview Computing Centre (248-3941). Computer Support Services Br (965-1335) is the planning, central technical resource and coordinating arm of the division.

**GOVT SERV DESIGN SERVICES BR**

416-965-2108

GOVT SERV, DESIGN SERVICES BR provides construction and design services for capital projects, lease purchase projects and accommodation alterations of the ministry including interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of buildings and institutions.

**GOVT SERV EMPLOYEE ADVISORY SERVICE**

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides confidential counselling and referral services on work-related problems to employees of the Ontario Public Service (OPS). Provides training programs and individual consultations to managers and personnel administrators in dealing with troubled employees and work performance problems. Provides day care counselling to OPS employees (965-9953).

**GOVT SERV EMPLOYEE BENEFITS BR**

416-965-686

GOVT SERV, EMPLOYEE BENEFITS BR administers the following benefits plans for employees of the Ontario Public Service: Public Service Superannuation Act, Superannuation Adjustment Benefits Act, Employees' Group Insurance Plan, Long Term Income Protection. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

**GOVT SERV EMPLOYEE DATA SERVICES BR**

416-965-6541

GOVT SERV, EMPLOYEE DATA SERVICES BR operates and maintains the Integrated Payroll Personnel Employee Benefits (IPPEB) system. Central agencies and all ministries receive a variety of services from the system including: pay lists, cheques, work history data, ministry organization structures, status changes of employees, pension contribution data, life insurance, Ontario Health Insurance Plan (OHIP) information, T-4 income tax forms and salary structures. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to client liaison officers within the Employee Data Services Branch.

**GOVT SERV EMPLOYEE HEALTH SERVICES BR**

416-965-6751

GOVT SERV, EMPLOYEE HEALTH SERVICES BR provides direct health services to employees of the Ontario Public Service at their places of work in Toronto. Also provides advisory services to management on the health of the work force through various medical examinations.

**GOVT SERV FINANCE BR**

416-965-2153

GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entry under Accounting.

**GOVT SERV GOVERNMENT PAYMENTS BR**

416-965-2905

GOVT SERV, GOVERNMENT PAYMENTS BR is responsible for the production of cheques for the Ontario government from the Consolidated Revenue Fund or for any major cheque issuing programs developed by an Ontario Government ministry. Reconciles the Consolidated Revenue and major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

**GOVT SERV INSURANCE AND RISK MANAGEMENT**

416-965-6254

GOVT SERV, INSURANCE AND RISK MANAGEMENT purchases insurance for the government and advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

**GOVT SERV LEGAL BR**

416-965-1141

GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

**GOVT SERV LEGISLATIVE SERVICES BR**

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of



the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The Media Studio and its physical facilities (965-1164) are for the use of MPP's.

**GOVT SERV MANAGEMENT PLANNING BR**

416-965-6683

GOVT SERV, MANAGEMENT PLANNING BR develops and supports the Ministry's corporate planning and control system, and provides executive assistance to the Deputy Minister. Prime functions include long-term planning and policy development, liaison with Management Board Secretariat on program and policy matters, and the analysis and preparation of Management submissions to Management Board and Cabinet. Provides for the continuing analysis and evaluation of Ministry programs, and coordinates Ministry systems development, implementation and control. Also coordinates development, publication and distribution of Ministry policies and procedures, and provides public relations and information service in support of Ministry programs (e.g. special events in Queen's Park).

**GOVT SERV PERSONNEL BR**

416-965-7011

GOVT SERV, PERSONNEL BR performs the personnel functions for the Ministry of Government Services. For a description of branch activities see first entry under Personnel.

**GOVT SERV PLANNING AND RESEARCH BR**

416-965-6815

GOVT SERV, PLANNING AND RESEARCH BR is responsible for general purpose accommodation planning for all Ontario government ministries and most special purpose bodies. Also responsible for research activities relating to the provision and management of accommodation.

**GOVT SERV PRINTING SERVICES BR**

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to libraries through a province-wide library depository system.

**GOVT SERV PROGRAM MANAGEMENT BR**

416-965-2172

GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all accommodation projects of the Ontario Government. Ensures that all projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Coordinates accommodation projects related to capital accommodation, land acquisition for capita



projects, leasing, lease-purchase and accommodation alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs.

### **GOVT SERV PROPERTY MANAGEMENT BR**

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

### **GOVT SERV PROTOCOL SERVICES**

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office prepares, records and microfilms Ontario official documents, e.g. land patents. Certifies notarized documents and affidavits that are sent abroad by the public for various purposes. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

### **GOVT SERV PROTOCOL SERVICES PROTOCOL**

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, dinners, receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

### **GOVT SERV PROTOCOL SERVICES SCROLLS**

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 10th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

### **GOVT SERV PUBLIC SERVICE SUPERANNUATION BOARD**

416-965-1709

GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD recommends payments of annuities, pensions and disability benefits to Ontario Public Service Employees and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service employees are handled by Employee Benefits Branch

## **236 GOVT SERV REALTY SERVICES BR**

(965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

## **GOVT SERV REALTY SERVICES BR**

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner Employee Relocation Plan (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodation.

## **GOVT SERV SPECIAL SERVICES BR**

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario Government ministries with these operational support services: Collection Service for debts owing to the government (965-5195); Mail Delivery and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a Records Centre which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for government vehicles and a trucking service on a charge-back basis (252-3348).

## **GOVT SERV SUPPLY ADMINISTRATION BR**

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service. Three commodity sections: Furniture & Furnishings (965-1247), Office Products (965-4751), Special Products (965-3084) administer a collective purchasing program for commonly used commodities; purchase equipment for new Ontario government facilities purchase goods and services for operational requirements of the Ministry. Central purchasing authority for furniture and furnishing needs of all ministries and agencies rests with the Furniture & Furnishings Section. Supplier Development Section (965-6937) supports branch by developing supplier lists, maintaining a vendors catalogue library, identifying and evaluating new suppliers. Operates the Public Tenders Office (965-1152) to receive tenders for government supply contracts. Assets Disposal Section (259-7809) receives, warehouses and arranges for re-use or disposal of surplus furniture, equipment, materials.

## **GOVT SERV TELECOMMUNICATION SERVICES BR**

416-965-0171

GOVT SERV, TELECOMMUNICATION SERVICES BR provides local and network telecommunications services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype facsimile, satellite and related telecommunications services. For local telephone services contact 965-6788; network services, contact 965-6265.

## **GRANGE**

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation

and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The **Grange**, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

## GRANTS

Grants, see also Financial Assistance, also Loans

416-965-1091

**AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR** gives **grants** to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives **grants** to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

416-965-1241

**AG & FOOD, EXTENSION BR** operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital **Grants** for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-5971

**AG & FOOD, LIVESTOCK BR** promotes production of livestock and high quality livestock products through extension and improvement programs, and **grants** for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a laboratory where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

416-965-5841

**AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES** Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides **grants** to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.



416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services BR administers all transfer payment programs (operating **grants**: 965-5237, and capital funding: 965-5238) to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions. Prepares claims on federal-provincial cost sharing programs (965-5239). Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry (965-6563).

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, **grants** or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial **grants** to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

416-965-1811

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating **grants**, assistance in planning construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-167

COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plan and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in related federal-provincial review. Conducts research studies and provides support, research **grants** and consultation for research activities related to ministry programs.

416-965-237

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training.



programs. Provides necessary restorative services e.g. prosthetics. Capital and operating **grants** are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating **grants**. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating **grants** for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides **grants** for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for **grants** for corrections research.

416-965-6256

CULT & REC, ARTS SERVICES BR develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating **grants** to provincial cultural institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the Wintario Non-Capital Arts Program and provides **grants** for cultural exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec Cultural Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital **grants** for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information

on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project **grants** contact Ministry of Culture and Recreation field offices.

416-965-3314

**CULT & REC, COMMUNITY INFORMATION SERVICES** Program provides eligible individual community information centres with funding through **grants**; prepares publications and advises them on matters such as information management, policy, staffing and volunteer training. Contact field offices.

416-965-6256

**CULT & REC, CULTURAL EXCHANGE PROGRAM**, part of Arts Services Branch, provides information and in some cases **grants** to community associations, individual artists and arts groups involved in interprovincial or international cultural exchanges. Also encourages a variety of cultural exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-965-7635

**CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL** Conservation Section provides technical support for Ontario Heritage Foundation **grants** or loans to encourage architectural conservation or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-402

**CULT & REC, HERITAGE ADMIN BR, HISTORICAL** Section provides technical support for the Ontario Heritage Foundation in preserving heritage buildings and in erecting commemorative plaques to subjects of province-wide importance. Gives **grants** to local heritage groups and to assist with erection of local plaques. Administers the Ontario Heritage Foundation **grants** program aiding historical publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-662

**CULT & REC, MULTICULTURAL DEVELOPMENT BR** develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development **grants** are available. Contact field offices or the main office. The branch assists in the multicultural history project (965-0212) sponsored by the ministry funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-961-1660

**CULT & REC, ONTARIO ARTS COUNCIL**, created to promote the study, enjoyment of, and production of works in the arts, provides **grants** in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. **Grants** are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-965-9504

**CULT & REC, ONTARIO HERITAGE FOUNDATION** advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides **grants** to encourage innovative new work in archaeology and to help complete artifact analysis. Provides **grants** or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-961-6262

**CULT & REC, ONTARIO LOTTERY CORPORATION** manages Wintario and the Provincial Lottery. Proceeds from Wintario are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from Provincial Lottery sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (Wintario: 870-9170, Provincial Lottery: 870-9161). For Wintario **grants** information call 965-2390 or ministry field offices. For Provincial Lottery health research **grants** see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

416-965-2696

**CULT & REC, PROVINCIAL LIBRARY SERVICES** is responsible for assistance to public libraries throughout Ontario. Provides **grants**, by-laws and statistics and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In review: Canadian Books For Children.

416-965-6256

**CULT & REC, PUBLIC ART GALLERIES GRANTS** Program, part of Arts Services Branch, assists eligible non-profit community art galleries through **grants** for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and gallery operations information. Applications available through main office or field offices. Art galleries may also apply to Ontario Arts Council for help with program and exhibition expenses.



416-965-2625

**CULT & REC, SPECIAL SERVICES BR** advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer **grants** in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including **grants** to non-profit camps.

416-965-6546

**CULT & REC, SPORTS SERVICES BR** encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and **grants** to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

416-965-2390

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the Wintario **Grants** Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-966

**EDUC, RESEARCH & EVALUATION BR** disseminates education research results to school boards and to the public. May provide **grants** for education research proposed by qualified researchers in Ontario educational organizations (965-3141). Publishes research findings on Ministry research contracts and **grants** through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-562

**EDUC, SCHOOL BUSINESS & FINANCE BR** sets standards for, advises on, and supervises audits of financial documents of school boards. Determines how provincial **grants** to local boards will be distributed. Provides architectural advice to all boards and the ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.



**EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR** encourages educational and cultural exchanges of students and teachers (965-5635) and may provide **grants** for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-5620

**ENV, AIR RESOURCES BR** sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research **grants**. Contact regional office.

416-965-5778

**ENV, PESTICIDES ADVISORY COMMITTEE** reviews problems about pesticides. The Committee advises the Ministry on environmental research **grants** and evaluates results. Coordinates problem solving. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section (965-2401).

416-965-7048

**ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP** includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides **grants** for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-248-3739

**ENV, POLLUTION CONTROL BR PESTICIDES CONTROL** Section ensures safe and effective use of pesticides to control pollution. Issues licences for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides **grants** for termite control. Contact regional office.

416-965-2401

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on **grants** available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers **grants** programs for certain sewage and water works to regional or restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides **grants** for selected technology demonstration projects.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. **Grants** are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide **grants** to dentists in underserved areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. **Grants** are awarded for cancer research and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

416-920-772

HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides **grants** for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

416-965-5887  
**HEALTH, STRATEGIC PLANNING & RESEARCH BR** provides health research **grants** for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides bursaries for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery **grants** for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

416-965-3352  
**HOUSING, COMMUNITY PLANNING ADVISORY BR** is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of **grants** which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for **grants**. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-2826  
**HOUSING, COMMUNITY RENEWAL BR (A)**. This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario Home Renewal Program (OHRP) provides per-capita **grants** to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

416-965-9838  
**HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME**. Ontario's Home Ownership Made Easy (HOME) plan is now part of a joint federal-provincial program. Provincial **grants** (of up to \$750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which builders had received Central Mortgage & Housing Corporation (CMHC) qualification or AHOP-HOME prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-9788  
**HOUSING, MANAGEMENT PLANNING & EVALUATION BR**, part of the Policy & Program Development Secretariat, ensures that the ministry has a comprehensive planning



and evaluation system so that its resources are efficiently utilized. Coordinates development of multi-year plan, estimates and management-by-results statements. Maintains and analyzes information to accurately reflect present and future environment for the development of appropriate programs. Surveys & Statistical Analysis Section (965-7025) furnishes background data for policy development. Administers the municipal housing policy program which provides **grants** and technical analysis to municipalities for local housing policy statements.

416-965-0410

**IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS** provides financial assistance to small business for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturing industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturing industries through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-7196

**IND & TOUR, INDUSTRY BR, Industrial Development Section** assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and **grants**, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-3405

**IND & TOUR, SMALL BUSINESS OPERATIONS Div.** through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers **grants** to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.



LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on **grants** for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

416-965-5533

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides **grants** to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation and management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

416-965-6283

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides **grants** to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays **grants** to reduce property tax on managed forests.

416-965-2785

ONTARIO LEGAL AID PLAN (OLAP) is operated by the Law Society of Upper Canada under authority of the Attorney General. The Ontario Legal Aid Act ensures that no one shall be denied the services of a lawyer for lack of money. Every Ontario resident and in certain cases non residents, may apply for legal aid. Qualification is based on need. Local Community & Social Services District Office investigates applicant's finances & reports to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of legal aid applied for. The OLAP administers **grants** to clinics providing legal services to the community. Subsidizes the operation of student legal aid societies in six Ontario law schools. For general information on OLAP call 361-0766: to apply for legal aid in the Judicial District of York call 598-0200. Elsewhere consult local telephone directory.

416-361-0766

ONT GEN, ONT POLICE COMMISSION TECHNICAL SERVICES BR provides technological support and advice for all accredited police forces in Ontario. Program Development Section is involved in Computer Assisted Dispatch & Records Entry (CADRE), Canadian

416-965-3281

Police Information Centre (CPIC) network management, computer systems for police and digital communications technology. Communications Services assists in upgrading voice communications facilities for Integrated Radio Services Program (IRSP). Administers **grants** to police forces of municipalities for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as Canadian Police Information Centre (CPIC).

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal **grants** structure, including deconditionalizing of various specific **grants**. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over \$450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-167

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial **grants** to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendment to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy program under which **grants** & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizen homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## GRAVEL

Gravel, see Sand

## GREAT LAKES

416-965-69

ENV. POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for

collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the **Great Lakes**) boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the **Great Lakes**, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to **Great Lakes** high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-668-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## GREENHOUSE

G & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, **greenhouse** and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

## GROUND WATER

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and **ground water** development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and **ground water** to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.



## GROUP HOMES

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers **group homes** caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-7688

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or juveniles committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, probation and aftercare, **group homes**, special respite and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

## GROUP OF SEVEN

416-893-1122

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the **Group Of Seven**, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original **Group of Seven** members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All morning and all day Monday are reserved for school tours by appointment.

## GUARANTEED ANNUAL INCOME SYSTEM

416-965-2600

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-**(Guaranteed Annual Income System, Disabled)**. Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans' pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-2100

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, **Guaranteed Annual Income System** or GAINS-A (income supplement for severely handicapped citizens) and GAINS-D (income supplement for the blind and disabled), Family Bene-



(financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

**REVENUE, GUARANTEED ANNUAL INCOME SYSTEM** (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual information service on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

## GUNS

Guns, see Firearms

## HALDIMAND-NORFOLK

Haldimand-Norfolk land development project, see Housing Project Evaluation Br, also Housing Project Planning Br.

## HALF-WAY HOUSES

**COMM SOC, REHABILITATION BR** provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to **half-way houses** and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

## HANDICAPPED

Handicapped, see also Retarded, also Disabled.

**CIV SERV, RECRUITMENT BR (A).** Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of **handicapped** persons. **EMPLOYMENT SERVICES SECTION (965-6081)** provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. **Go Temporary Program (965-7688)** recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

**COMM SOC, DAY NURSERIES BR** provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, **handicapped**, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial

statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-623

**COMM SOC, MENTAL RETARDATION FACILITY SERVICES** Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiple **handicapped** children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-514

**COMM SOC, MUNICIPAL WELFARE CONSULTING BR** establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically **handicapped** and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social service. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-264

**COMM SOC, PROVINCIAL BENEFITS BR** provides financial assistance for mother raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS- (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under Family Benefits Act (by Order-In-Council), families caring for their severely **handicapped** children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-23

**COMM SOC, REHABILITATION BR** provides assessment of physical, mental and emotional disability of **handicapped** adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically **handicapped**, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-25

**CULT & REC, SPECIAL SERVICES BR** advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants in

recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the **handicapped**, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

**EDUC, SPECIAL EDUCATION BR** operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally **handicapped** and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

**ONT ADVISORY COUNCIL ON THE PHYSICALLY HANDICAPPED** consists of a chairman and twenty members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically **handicapped** persons. Promotes the development and creation of opportunities for self-help. Reviews current relevant policies involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly. Reports to Legislature through the Provincial Secretary for Social Development.

## HANSARD

**LEGISLATIVE ASSEMBLY. HANSARD** Reporting Service covers all sittings of the legislature of Ontario and selected committees and publishes an Official Report (**Hansard**). The final printed **Hansard** is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 55-2054, and in most libraries. For subscriptions contact Sessional Subscription, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park (65-2238).

## HAZARDOUS AGENTS

**ENV. AIR RESOURCES BR** sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with



auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including **hazardous agents** and other emissions. Administers environmental research grants. Contact regional office.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or **hazardous agents** on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to **hazardous agents**. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to **hazardous agents** or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

## HAZARDS

Hazards, see Safety, Building Code

## HEALTH

Health, Ministry of, see HEALTH Branch Name. See also Occupational Health, also Building Code.

## HEALTH ADDICTION RESEARCH FOUNDATION

416-595-610

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and drugs. Information is available about various social



services for people concerned with psychoactive drugs including alcohol. The library of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

## **HEALTH AMBULANCE SERVICES BR**

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally monitors, these services. Operates a training program for volunteer & part-time driver/attendants, and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers. Coordination of air ambulance transfers is handled through York South Ambulance Service. Operates the Ontario Ambulance Services Information System. The branch does not accept requests for emergency ambulance service. Six Regional Coordinators perform decentralized planning & coordinating functions. If emergency ambulance service is required, consult inside cover of local telephone book or dial 'O' for operator and ask for Zenith 90,000.

## **HEALTH AUDIT BR**

416-965-4338

HEALTH, AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under Audit.

## **HEALTH CARE COMPUTER SYSTEMS**

Health Care Computer Systems, see Health Systems Management & Coordination Br.

## **HEALTH CLINIC SERVICES BR**

416-965-2301

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

## **HEALTH COMMUNICATIONS BR**

416-965-5167

HEALTH, COMMUNICATIONS BR provides information service, health education materials and health education programs for the Ministry of Health. For a description of activities, see first entry under Information Service.

## **HEALTH COMMUNITY HEALTH HOME CARE PROGRAM**

416-965-2161

HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, occupational therapy, medical and social work, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

**HEALTH COMMUNITY HEALTH PROTECTION BR FOOD**

416-965-4236

**HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL** Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test milk products. Approves acceptable milk containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

**HEALTH COMMUNITY HEALTH PROTECTION BR INSPECTION**

416-965-4164

**HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION** Services provides consultants to municipalities to advise on local public health inspections for cleanliness in restaurants, food stores, residences, factories, etc. Contact local Public Health Unit serving municipality. See also other sections in Health Community Health Protection Br described separately.

**HEALTH COMMUNITY HEALTH PROTECTION BR NOPHS**

416-965-1170

**HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS** (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

**HEALTH COMMUNITY HEALTH PROTECTION BR PUBLIC**

416-965-7678

**HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH** Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

**HEALTH COMMUNITY HEALTH PROTECTION BR VD**

416-965-4058

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VD** (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

**HEALTH COMMUNITY HEALTH PROTECTION BR VETERINARY**

416-965-4236

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY** Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

**HEALTH COMMUNITY HEALTH PROTECTION COMMUNICABLE**

416-965-4094

**HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES** Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

**HEALTH COMMUNITY HEALTH SERVICES AREA PLANNING**

416-965-8059

**HEALTH, COMMUNITY HEALTH SERVICES AREA PLANNING COORDINATORS** develop and promote District Health Councils which serve as local health planning bodies, coordinating and consolidating health services and planning new programs for their areas. Volunteers representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The five Area Planning Coordinators act as prime Ministry contacts for health planning and coordination of Ministry plans and operations on an area basis.

**HEALTH CONSULTING SERVICES BR**

416-965-8045

**HEALTH, CONSULTING SERVICES BR** Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

**HEALTH COUNCILS**

Health Councils, see District Health Councils

**HEALTH DATA DEVELOPMENT AND EVALUATION BR**

416-965-8163

**HEALTH, DATA DEVELOPMENT AND EVALUATION BR** is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification,



interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to hospitals and other medical and health care institutions.

**HEALTH DISCIPLINES ACT**

Health Disciplines Act, see Health Health Boards Secretariat

**HEALTH DRUGS & THERAPEUTICS BR**

416-965-6685

**HEALTH, DRUGS & THERAPEUTICS BR** is responsible for quality assurance, cost control & program management of Ontario's Drug Benefit & PARCOST (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit/PARCOST Comparative Drug Index, a prescribing guide for doctors & dispensing aid for pharmacists. Drugs listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, drugs in the Formulary are available free to Drug Benefit recipients. Pharmacists voluntarily participating in PARCOST agree to dispense drugs at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceuticals, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't. institutions.

**HEALTH ENROLMENT BRANCH**

416-482-1111

**HEALTH, ENROLMENT BRANCH** enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

**HEALTH FINANCE AND ACCOUNTING BR**

416-965-5053

**HEALTH, FINANCE AND ACCOUNTING BR** provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs (965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under Accounting.

**HEALTH FISCAL RESOURCES BR**

416-965-5415

**HEALTH, FISCAL RESOURCES BR** coordinates preparation of the Ministry's multi-year plan, estimates and other financial reports; coordinates budgetary control and provides financial consulting services to assist Ministry program managers. Coordinates manage-



ment-by-results for ministry. Handles ministry's financial management (965-8025); e.g. approval of budgets, settlements, consideration of appeals and requests, cash flow arrangements and financial consulting services to program managers on health facilities for which they have responsibility. The health facilities include public and private hospitals, private psychiatric hospitals, nursing homes, home care programs and public health units.

### **HEALTH HEALTH BOARDS SECRETARIAT**

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

### **HEALTH HEALTH PROMOTION BR DENTAL**

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserved areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

### **HEALTH HEALTH PROMOTION BR HEALTH EDUCATION**

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accident prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

### **HEALTH HEALTH PROMOTION BR MATERNAL & CHILD**

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

### **HEALTH HEALTH PROMOTION BR NUTRITION**

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

### **HEALTH HEALTH PROMOTION BR PUBLIC HEALTH NURSING**

416-965-4441

HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health nursing services. Provides

information on job opportunities and licensing to practise public health nursing. See also other sections in Health Health Promotion Br described separately.

## **HEALTH HEALTH PROMOTION BR THE ELDERLY**

416-965-8177

**HEALTH, HEALTH PROMOTION BR THE ELDERLY.** Consultant for the elderly advises health agencies on preventive health care for the older adult or senior citizens in the community. See also other sections in Health Health Promotion Br described separately.

## **HEALTH HOMES FOR SPECIAL CARE PROGRAM**

416-965-5081

**HEALTH, HOMES FOR SPECIAL CARE PROGRAM,** Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and centres for the mentally retarded. Contact local psychiatric hospital.

## **HEALTH HUMAN RESOURCES BR**

416-965-5077

**HEALTH, HUMAN RESOURCES BR** performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under Personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

## **HEALTH INSPECTION BR LABORATORY**

416-965-4063

**HEALTH, INSPECTION BR LABORATORY LICENSING** Service issues licences to and inspects medical laboratories to ensure development and maintenance of high standards of medical laboratory services and to encourage most economical use of available resources. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

## **HEALTH INSPECTION BR NURSING HOME**

416-965-5081

**HEALTH, INSPECTION BR NURSING HOME INSPECTION** Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, sanitation. Approves construction plans for new homes. Most nursing home residents are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br. 965-5167. For nursing homes licensing, inspection and complaints, contact head office or regional offices (in Toronto. 965-4690). For approval for development of new beds contact Institutional Division, 965-8079.

**HEALTH INSPECTION BR X-RAY**

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of the regulation apply only to the healing arts.

**HEALTH INSTITUTIONAL OPERATIONS BR**

416-965-8161

HEALTH, INSTITUTIONAL OPERATIONS BR develops and evaluates guidelines for the effective and efficient operation of hospitals and other health care institutions in order to equitably distribute finite amount of operating funds available for such institutions. Also provides consultative and advisory services when necessary.

**HEALTH INSTITUTIONAL PLANNING BR**

416-965-8015

HEALTH, INSTITUTIONAL PLANNING BR reviews and approves plans for construction and renovation of hospitals. Administers capital financial assistance of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

**HEALTH INSURANCE**

Health Insurance, see Ontario Health Insurance Plan

**HEALTH INSURANCE CLAIMS BR**

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes insurance claims under the Ontario Health Insurance Plan (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Appeals concerning Extended Health Care benefits in nursing homes are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

**HEALTH LABORATORY SERVICES BR**

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. Serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call local public health laboratory.

**HEALTH LEGAL BR**

416-965-2477

HEALTH, LEGAL BR provides legal services for the Ministry of Health. For a description of branch activities, see first entry under Legal Services.

**HEALTH MANPOWER PLANNING**

416-965-5021

HEALTH, MANPOWER PLANNING Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (physicians, nursing & allied health professionals, etc.) and



prepares policy studies for Ministry review. Advises Canada Employment & Immigration Commission on requests for immigration approvals for physicians. As of July 1, 1978, administers clinical education budgets for support of medical and allied health interns, residents and teachers in health science centres and hospitals funded by the Ministry. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

**HEALTH ONTARIO CANCER TREATMENT**

416-423-4240

**HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION** conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

**HEALTH ONTARIO COUNCIL OF HEALTH**

416-965-5031

**HEALTH, ONTARIO COUNCIL OF HEALTH** advises the Minister of Health on all health care matters. Studies questions affecting health services, research and manpower. Also makes recommendations about other studies not done by the Council.

**HEALTH ONTARIO DRUG BENEFIT**

416-965-9337

**HEALTH, ONTARIO DRUG BENEFIT**, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

**HEALTH ONTARIO MENTAL HEALTH FOUNDATION**

416-920-7721

**HEALTH, ONTARIO MENTAL HEALTH FOUNDATION** provides grants for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

**HEALTH PROFESSIONAL SERVICES MONITORING BR**

416-965-2181

**HEALTH, PROFESSIONAL SERVICES MONITORING BR** assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to contro



over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

## **HEALTH PROGRAM DEVELOPMENT BR**

416-965-8070

HEALTH, PROGRAM DEVELOPMENT BR is a team of qualified individuals who examine and assess present personal health care systems, programs and services, and advise the ministry on this aspect. Personal health care services are those done to and for individuals who request or require health services provided by health practitioners. The branch will lead specialist teams that will develop and implement projects for innovation in this field. Project Development Officers specialize in areas as general, medical, psychological, allied health and field coordination. Project & Research Analysts undertake technical research.

## **HEALTH PSYCHIATRIC HOSPITALS BR**

416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric Hospitals. Contact local psychiatric hospital.

## **HEALTH RESEARCH**

Health Research, see Health Strategic Planning & Research Br and other entries under Provincial Lottery.

## **HEALTH STRATEGIC PLANNING & RESEARCH BR**

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides bursaries for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery grants for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

## **HEALTH SUPPLY AND SERVICES BR**

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides the Ministry with administrative services (see first entry under Administrative Services for description of functions). In addition, the Branch is responsible for the government pharmacy and medical stores (248-1144), microrecording service including health insurance microfilms (965-8242), the Ministry Library (965-7881), support services such as motor vehicle liability insurance, accident claims reports, motor vehicle licences, parking licences.

## HEALTH SYSTEMS MANAGEMENT & COORDINATION BR

416-965-801

HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in hospitals. Has coordinators for particular health care computer systems e.g. hospital systems, public health, medical insurance, drug benefit, etc.

## HEARING AIDS

Hearing Aids, see Comm Soc Provincial Benefits Br

## HEATING CONTRACTORS

Heating Contractors licence, see CCR Energy Safety Br

## HERBICIDES

Herbicides, see Pesticides.

## HERITAGE

Heritage, see also Historical

416-965-40

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical **heritage** and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

416-965-5

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, **heritage** conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-965-7

CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario **Heritage** Foundation grants or loans to encourage architectural conservation or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals.

including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-4021

**CULT & REC, HERITAGE ADMIN BR, HISTORICAL** Section provides technical support for the Ontario Heritage Foundation in preserving **heritage** buildings and in erecting commemorative plaques to subjects of province-wide importance. Gives grants to local **heritage** groups and to assist with erection of local plaques. Administers the Ontario Heritage Foundation grants program aiding historical publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-4021

**CULT & REC, HERITAGE ADMIN BR, MUSEUMS** Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities and to other non-profit museums. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-5727

**CULT & REC, HERITAGE TRUST BR** develops the arrangements and agreements leading to the acquisition by the Ontario **Heritage** Foundation through donation or purchase, of buildings of historical or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490

**CULT & REC, HISTORICAL PLANNING AND RESEARCH BR** provides research and information on historical and archaeological resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving **heritage** landscapes. Provides the Ontario Heritage Foundation with professional archaeological assistance (e.g. granting program). Answers inquiries about archaeological licences. Contact Regional Archaeologists (South Central Region, Toronto 965-8258).

416-965-9504

**CULT & REC, ONTARIO HERITAGE FOUNDATION** advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, wholly by donation, **heritage** properties, parkland, works of art and historical artifacts.

416-965-2390

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the Ontario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital projects, recreation, fitness, arts, **heritage**, libraries, multicultural and citizenship projects and



other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

## HIGHWAY CARRIER LICENSING

Highway Carrier Licensing, see Tr & Comm Highway Carrier Licensing Section.

## HIGHWAY TRANSPORT

Highway Transport, see Tr & Comm Ont Highway Transport Board

## HIGHWAYS

705-472-4561

**NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION** Commission (ONTNOR) in North Bay supervises transportation services in Northern Ontario such as air service (norOntair), **highways** services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-5411

**SOL GEN, OPP, TRAFFIC INVESTIGATION BR** enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make **highways** safer.

416-248-3684

**TR & COMM, DESIGN & CONSTRUCTION BR** develops policy to administer provincial roads and **highways** construction program. Reviews, updates and develops new design and construction policies, procedures, specifications, standards and technology for use by regional designer and regional construction; monitors and analyzes their application. Provides technical construction expertise to regional offices. Supplies ministry projects with special engineering design services, detailed design of electrical facilities and drainage and hydrology studies. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regions to ensure that policies and procedures for administering construction contracts are met.

416-248-3684

**TR & COMM, ENGINEERING CLAIMS OFFICE** assesses claims for additional costs submitted by contractors awarded ministry engineering contracts including all phases of **highways** construction and maintenance, construction of bridges and tunnels and associated work.

416-248-3684

**TR & COMM, ENGINEERING MATERIALS OFFICE**, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of **highways** and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Pavement Design and Management Section (2



255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

416-248-3401

TR & COMM, ESTIMATING OFFICE provides senior Ministry Officials with a fair contract price for **highways** construction and other related works. Can provide an economic analysis of **highways** construction costs and bidding trends.

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and **highways**, including landscape, zone striping, erection and maintenance of highway signs, and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Permit issuance is done by regional or district office. See Tr & Comm Operations, Regional Operations. Manages fleet of vehicles and equipment for the Ministry, and guides and trains garage personnel on fleet maintenance and management.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial **highways** system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3625). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3631).

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial **highways** or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of transportation services on **highways**, resulting in the issuance of licences (e.g. Public Vehicles & Public Commercial Vehicles) for the carriage of goods and/or passengers for compensation.

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 district offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and

regional governments for their roads maintenance and construction programs. Controls **highways** rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

416-248-3551

TR & COMM, PRIORITY DEVELOPMENT BR assesses provincial road requirements and develops roads and **highways** construction program to meet these requirements.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and **highways** in Ontario. For this service in Metro Toronto contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-248-3491

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on **highways** and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustic Research Program studies noise from **highways** and other transportation components to reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic, and assesses impact of trains.

416-248-7111

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on **highways** from hazard of impacting vehicles. Develops illumination design systems, guide rails and barriers. Monitors highway lighting performance and develops means of saving energy in city street lighting.

416-248-7111

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e. effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitude preferences and behaviour concerning conventional modes of transportation as well as Di-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and **highways** and effect of energy future. Economic Unit creates economic models and performs

economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for **highways** lighting design, implication of energy future, etc.

## HISTORIC SITES

416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates archaeological or **historic sites**.

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains **historic sites** at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the past. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

807-577-8461

CULT & REC, OLD FORT WILLIAM, one of the **historic sites** operated by the ministry, is reconstruction of the original Fort William as it was in the period 1803-1821. The original fort was the inland headquarters of the North West Company and the focal point of the company's operations and vast explorations. Each summer it was the temporary home of 1000 or more voyageurs, clerks, natives and North West Company partners who assembled here for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario P0T 2N9, telephone 807-577-8461.

416-356-2241

CULT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 56 kilometre system of parks along the Niagara River including recreation areas, scenic attractions, **historic sites**. The Niagara Parks Commission also runs a Horticultural School.

613-543-2951

CULT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and **historic sites**, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. **Historic sites** are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing.



A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

## HISTORICAL

Historical, see also Heritage

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's **historical** heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important **historical** manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing **historical**, administrative, legal or other research. Welcomes information on the location of **historical** material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

416-965-7635

CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario Heritage Foundation grants or loans to encourage architectural conservation or preservation of buildings of **historical** and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-402

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving heritage buildings and in erecting commemorative plaques to subjects of province-wide importance. Gives grants to local heritage groups and to assist with erection of local plaques. Administers the Ontario Heritage Foundation grants program aiding **historical** publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-572

CULT & REC, HERITAGE TRUST BR develops the arrangements and agreements leading to the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of **historical** or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-44

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research and information on **historical** and archaeological resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving heritage landscapes. Provides the Ontario Heritage Foundation with professional archae



logical assistance (e.g. granting program). Answers inquiries about archaeological licences. Contact Regional Archaeologists (South Central Region, Toronto 965-8258).

705-526-7838

**CULT & REC, HURONIA HISTORICAL PARKS.** The Ministry operates & maintains historic sites at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The **historical** attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the eras. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

416-965-6621

**CULT & REC, MULTICULTURAL DEVELOPMENT BR** develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development grants are available. Contact field offices or the main office. The branch assists in the multicultural history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve **historical** material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

807-577-8461

**CULT & REC, OLD FORT WILLIAM**, one of the historic sites operated by the ministry, is reconstruction of the original Fort William as it was in the period 1803-1821. The original fort was the inland headquarters of the North West Company and the focal point of the company's operations and vast explorations. Each summer it was the temporary home of 1000 or more voyageurs, clerks, natives and North West Company partners who assembled here for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living **historical** community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario P0T 2J9, telephone 807-577-8461.

416-965-9504

**CULT & REC, ONTARIO HERITAGE FOUNDATION** advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of **historical** or architectural significance. Erects **historical** plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and **historical** artifacts.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the **historical** development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; **Historical Atlas**; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation.

## HOISTING PLANTS

416-965-418

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and **hoisting plants**. Certification is based upon the potential operational hazard of the compressor or crane.

## HOLIDAYS

Holidays, see Labour Employment Standards Br, also Sol Gen Retail Business Holidays Act.

## HOME CARE PROGRAM

416-965-216

HEALTH, COMMUNITY HEALTH, **HOME CARE PROGRAM** provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, occupational therapy, medical and social work, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

## HOME ECONOMICS

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in farm management, agricultural production, agricultural laboratory technology, **home economics** or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-14

AG & FOOD HOME ECONOMICS BR helps people in the rural areas, primarily women, develop an appreciation of ideals and standards for successful home and family living; gives training in **home economics** and stimulates women to become local leaders.

## HOME OWNERSHIP MADE EASY

416-965-98

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's **Home Ownership Made Easy** (HOME) plan is now part of a joint federal-provincial program. Provincial grants (of up to \$750 in the first year) may be given to purchasers of Assist Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum

AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which builders had received Central Mortgage & Housing Corporation (CMHC) qualification prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-9728

**HOUSING, TECHNICAL SERVICES DIV** coordinates architectural, engineering and appraisal services to the ministry's Housing Production Division. Its Research & Development Section (965-9108) carries out special studies on building materials in use, energy conservation measures, etc. The Complaints Section (965-9866) looks after complaints from buyers of **Home Ownership Made Easy (HOME)** houses. There are complaints offices in Malvern, Ottawa, and Hamilton. The Chief Architect's and Chief Engineer's branch functions are described individually in this index. See Housing, Technical Services Div, branch name.

## HOME RENEWAL

416-965-2826

**HOUSING, COMMUNITY RENEWAL BR (A).** This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario **Home Renewal Program (OHRP)** provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

## HOME WARRANTIES

416-922-3005

**ER, HUDAC NEW HOME WARRANTY PROGRAM.** The Ontario New **Home Warranties** Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously occupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

## OMEMAKERS

Homemakers, see Comm Soc Municipal Welfare Consulting Br.

## HOMES FOR SPECIAL CARE

416-965-5081

**HEALTH, HOMES FOR SPECIAL CARE PROGRAM,** Psychiatric Hospitals Branch, assesses and inspects **Homes for Special Care** which provide nursing home and residential



home care for former patients of Ontario psychiatric hospitals and centres for the mentally retarded. Contact local psychiatric hospital.

416-965-5081

**HEALTH, INSPECTION BR NURSING HOME INSPECTION** Services licenses, inspect and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, sanitation. Approves construction plans for new homes. Most nursing home residents are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to **Homes for Special Care** and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing homes licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new beds contact Institutional Division, 965-8079.

416-965-9333

**HEALTH, ONTARIO DRUG BENEFIT**, administered by the Drugs & Therapeutics Br provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens (landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, **Homes for Special Care** & Extended Health Care benefit & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist obtained in Ontario.

## HOMES FOR THE AGED

416-965-76

**COMM SOC, SENIOR CITIZENS BR** and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes **Homes For The Aged**, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Person Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

## HOMICIDES

416-965-1

**SOL GEN, FORENSIC PATHOLOGY BR** assists in determining the cause of deaths under unusual circumstances and in unveiling concealed **homicides** through autopsies and biological



and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

## HONEY

Honey, see Farm Products

## HORSE

Horse, see also Livestock

416-965-5841

**AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES** Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding **horse** establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-963-0520

**OCR, ONTARIO RACING COMMISSION (ORC)** promotes the proper management of **horse** racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

## HORTICULTURAL

416-965-1091

**AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR** gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to **horticultural** societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

416-562-4141

**AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO** conducts **horticultural** research to increase production and develop new varieties of fruit, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-1081

**AG & FOOD, SOILS AND CROPS BR** provides information at local offices throughout the province on production of field, greenhouse and **horticultural** crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-527-115

**CULT & REC, ROYAL BOTANICAL GARDENS (RBG)** in Hamilton consists of 200 acres of developed gardens and natural areas, 27 miles of interpretive nature trail. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive **horticultural** information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-674

**GOVT SERV, PROPERTY MANAGEMENT BR** provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, **horticultural** services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries and exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

416-356-224

**NAT RES, NIAGARA PARKS COMMISSION** in Niagara Falls, Ontario operates a 5 kilometre system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a **Horticultural School**.

## HOSPITALITY FUND

416-965-12

**GOVT SERV, PROTOCOL SERVICES** Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government **hospitality fund** provides resources to host hospitality functions (e.g. luncheons, dinners, reception) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Service Recording Office, also Scrolls Section.

## HOSPITALS

416-965-81

**HEALTH, DATA DEVELOPMENT AND EVALUATION BR** is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to **hospitals** and other medical and health care institutions.

416-965-81

**HEALTH, INSTITUTIONAL OPERATIONS BR** develops and evaluates guidelines for the effective and efficient operation of **hospitals** and other health care institutions in order

equitably distribute finite amount of operating funds available for such institutions. Also provides consultative and advisory services when necessary.

**HEALTH, INSTITUTIONAL PLANNING BR** reviews and approves plans for construction and renovation of **hospitals**. Administers capital financial assistance of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163. 416-965-8015

**HEALTH, PSYCHIATRIC HOSPITALS BR** is responsible for administering Provincial Psychiatric **Hospitals**. Contact local psychiatric hospital. 416-965-6234

**HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR** advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in **hospitals**. Has coordinators for particular health care computer systems e.g. hospital systems, public health, medical insurance, drug benefit, etc. 416-965-8019

**LABOUR, ONTARIO LABOUR RELATIONS BOARD** administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in **hospitals**; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it. 416-965-0204

**LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION** appoints and approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with labour disputes between employers and employees with collective agreements only, and with interest disputes in **hospitals** under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission. 416-965-5669



**HOUSEKEEPING**

Housekeeping Services in Government Offices, see Govt Serv Property Management Br

**HOUSING**

Housing, Ministry of, see HOUSING Branch Name. See also HUDAC New Home Warrant Program.

**HOUSING AUDIT OPERATIONS BR**

416-965-98

HOUSING, AUDIT OPERATIONS BR is responsible for the ministry's audit function. For a description of the function see first entry under Audit.

**HOUSING AUTHORITIES**

Housing Authorities, see Housing OHC Housing Operations Br (Ontario), also Housing OHC Operational Planning Br

**HOUSING COMMUNICATIONS BR**

416-965-97

HOUSING, COMMUNICATIONS BR serves as the information service for the Ministry of Housing, including such components as Ontario Housing Corporation (OHC), Ontario Mortgage Corporation (OMC) and the North Pickering Development Corporation. For description of activities see first entry under Information Service.

**HOUSING COMMUNITY HOUSING DIVISION (A)**

416-965-96

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing Community Housing Division (B) for information on other programs.

**HOUSING COMMUNITY HOUSING DIVISION (B)**

416-965-96

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlord offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income. OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlord designs, constructs, owns and operates the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Applicants in Metro Toronto contact Housing Registry, 96

9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

## **HOUSING COMMUNITY LAND DEVELOPMENT BR**

416-965-0250

HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides development services for municipalities on a fee basis when requested. Administers the Municipal Land Development Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

## **HOUSING COMMUNITY PLANNING ADVISORY BR**

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

## **HOUSING COMMUNITY RENEWAL BR (A)**

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

## **HOUSING COMMUNITY RENEWAL BR (B)**

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

**HOUSING CORPORATE SECRETARY**

416-965-9798

HOUSING, CORPORATE SECRETARY'S Office provides corporate secretarial services to Boards of Directors of all Crown Agencies of the Ministry (Ontario Housing Corporation, Ontario Student Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation). Receives resolutions from municipalities requesting participation in various housing and related programs of the Ministry.

**HOUSING FINANCE BR**

416-965-9762

HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see first entry under Accounting.

**HOUSING LAND MARKETING & SURVEYS BR AHOP-HOME**

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan is now part of a joint federal-provincial program. Provincial grants (of up to \$750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which builders had received Central Mortgage & Housing Corporation (CMHC) qualification for AHOP-HOME prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

**HOUSING LAND MARKETING & SURVEYS BR LAND**

416-965-9819

HOUSING, LAND MARKETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to builders for cash. Whenever possible 'no frill' modest housing will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

**HOUSING LAND MARKETING & SURVEYS BR MARKETING**

416-965-9834

HOUSING, LAND MARKETING & SURVEYS BR, Marketing Surveys. The branch carries out Municipal Housing Studies (MHS) for municipalities under 10,000 in population that wish to use the Ministry's services. A MHS, combining the old Need and Demand Survey (NDS) and Municipal Housing Policy Statement, (MHPS) is a study of the total housing market of a municipality and is a prerequisite for all Provincial Assisted Housing Programs.

**HOUSING LEGAL SERVICES BR**

416-965-9849

HOUSING, LEGAL SERVICES BR provides legal services for all branches of the Ministry of Housing including the Ontario Housing Corporation and the Ontario Mortgage Corporation. For a description of activities see first entry under Legal Services.



**HOUSING LOCAL PLANNING POLICY BR**

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches, develops policy, and recommends community planning standards to apply at the local government level (municipalities), consistent with provincial objectives. Local planning activities include urban subdivision design, land use planning related to aircraft noise, official plan social service policies, noise control through planning, public participation.

**HOUSING MANAGEMENT PLANNING & EVALUATION BR**

416-965-9788

HOUSING, MANAGEMENT PLANNING & EVALUATION BR, part of the Policy & Program Development Secretariat, ensures that the ministry has a comprehensive planning and evaluation system so that its resources are efficiently utilized. Coordinates development of multi-year plan, estimates and management-by-results statements. Maintains and analyzes information to accurately reflect present and future environment for the development of appropriate programs. Surveys & Statistical Analysis Section (965-7025) furnishes background data for policy development. Administers the municipal housing policy program which provides grants and technical analysis to municipalities for local housing policy statements.

**HOUSING MANAGEMENT SYSTEMS BR**

416-965-9905

HOUSING, MANAGEMENT SYSTEMS BR provides management consulting, systems development and data processing services to the Ministry and its agencies. This includes records management, forms design and control, manuals management. In the process works closely with other ministries and agencies of the provincial government.

**HOUSING NIAGARA ESCARPMENT DEVELOPMENT CONTROL**

416-681-1555

HOUSING, NIAGARA ESCARPMENT DEVELOPMENT CONTROL Hearing Office in Burlington conducts hearings on appeals from decisions made by the Niagara Escarpment Commission.

**HOUSING NORTH PICKERING**

416-965-9168

HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at North Pickering.

**HOUSING NORTH PICKERING LAND ACQUISITION**

416-294-9176

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned land within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

**HOUSING OFFICIAL PLANS BR****416-965-6418**

**HOUSING, OFFICIAL PLANS BR** processes and recommends for approval by the Minister of Housing all official plans and official plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

**HOUSING OHC COMMUNITY RELATIONS****416-965-9724**

**HOUSING, OHC, COMMUNITY RELATIONS SECTION** of the Operational Planning Branch acts as a resource to community relations workers in the field to assist with social problems as well as recreation for families and senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

**HOUSING OHC HOUSING OPERATIONS BR****416-965-9733**

**HOUSING, OHC, HOUSING OPERATIONS BR** (Ontario) provides direction to 53 Housing Authorities and 7 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Tenant applications and complaints are made to the local housing manager. See also Housing Operations Branch (Metro), Tel. 965-9434.

**HOUSING OHC HOUSING OPERATIONS BR (METRO)****416-965-9434**

**HOUSING, OHC, HOUSING OPERATIONS BR (METRO)** provides direction to Metro Toronto district offices in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Tenant applications are made to Housing Registry (965-9915). Complaints should first be directed to on-site project manager. Tenant Inquiry Board (789-7901) operates a 24 hour maintenance service for after-hour maintenance problems.

**HOUSING OHC MAINTENANCE ENGINEERING****416-965-9098**

**HOUSING, OHC, MAINTENANCE ENGINEERING Br** is responsible for the design and construction for modernization and improvement, and to advise on maintenance matters for Ontario Housing Corporation (OHC) rent-geared-to-income buildings.

**HOUSING OHC OPERATIONAL PLANNING BR****416-965-9810**

**HOUSING, OHC, OPERATIONAL PLANNING BR** performs policy development and program evaluation with respect to public housing management, including community relations and tenant placement. Also administers appointments to local Housing Authorities and coordinates preparation and revision of management and training manuals and handbooks. See also Housing OHC Community Relations Section.

**HOUSING OHC TENANT PLACEMENT****416-965-9868**

**HOUSING, OHC TENANT PLACEMENT** accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Tenant applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor

St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent physical disability. Housing is offered to families in greatest need when vacancies occur.

### **HOUSING ONTARIO HOUSING ACTION PROGRAM**

416-965-6418

HOUSING, ONTARIO HOUSING ACTION PROGRAM (OHAP) which was established to expedite production and stabilize costs of new housing especially for lower and moderate income families, ended on March 31, 1978. Ongoing work under existing OHAP agreements will be coordinated by the Development Control Section, Operations & Development Br of the Plans Administration Division.

### **HOUSING ONTARIO MORTGAGE CORPORATION**

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION provides mortgage financing to builders for construction of new housing under the Ministry's programs. Interest rates are below market rates on new housing. Low to middle income buyers who meet government criteria assume mortgages when purchasing their homes.

### **HOUSING OPERATIONS & DEVELOPMENT CONTROL BR**

416-965-6418

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning bylaws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

### **HOUSING PERSONNEL BR**

416-965-9401

HOUSING, PERSONNEL BR performs the personnel functions for the Ministry of Housing. Ontario Housing Corporation (OHC) Housing Operations Br (Metro) performs its own personnel functions (965-9831). For a description of functions see first entry under Personnel.

### **HOUSING POLICY AND PROGRAM DEVELOPMENT**

416-965-0163

HOUSING, POLICY AND PROGRAM DEVELOPMENT SECRETARIAT provides the ministry with policy development by evaluating and designing alternatives to present policies and programs and formulating new approaches so the Ministry pursues goals more effectively. Provides intergovernmental liaison to make Ministry aware of and respond to changing housing policy and program issues at all levels of government (965-7867). See also Housing, Management Planning & Evaluation Br, part of the Secretariat listed separately in this Index for other functions.



**HOUSING PROJECT EVALUATION BR**

416-965-6504

**HOUSING, PROJECT EVALUATION BR** coordinates technical, municipal and public review and evaluation of the Ministry's land development projects. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto, Saltfleet near Hamilton and various development and redevelopment proposals.

**HOUSING PROJECT PLANNING BR**

416-965-1637

**HOUSING, PROJECT PLANNING BR** provides comprehensive planning services to the Ministry on land development and other specific planning projects, based upon thorough physical, social, economic, environmental and engineering analysis. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto and Saltfleet near Hamilton, in addition to preparation of detailed urban designs for other development and redevelopment proposals. The branch ensures that the interests of other ministries and levels of government and the public are taken into account as they relate to these projects. A Planning Group in the branch provides planning information on these projects to housing production agencies, Members of Provincial Parliament, government agencies and the public.

**HOUSING REGISTRY**

Housing Registry, see Housing OHC Tenant Placement Br.

**HOUSING SUBDIVISIONS BR**

416-965-6418

**HOUSING, SUBDIVISIONS BR** implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

**HOUSING SUPPLY & SERVICES BR**

416-965-9713

**HOUSING, SUPPLY & SERVICES BR** supplies the Ministry of Housing, Ontario Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation with administrative services, including purchasing (965-9749). For a description of functions see first entry under Administrative Services.

**HOUSING TECHNICAL SERVICES DIV**

416-965-9728

**HOUSING, TECHNICAL SERVICES DIV** coordinates architectural, engineering and appraisal services to the ministry's Housing Production Division. Its Research & Development Section (965-9108) carries out special studies on building materials in use, energy conservation measures, etc. The Complaints Section (965-9866) looks after complaints from buyers of Home Ownership Made Easy (HOME) houses. There are complaints offices in Malvern, Ottawa, and Hamilton. The Chief Architect's and Chief Engineer's branch functions are described individually in this index. See Housing, Technical Services Div, branch name.

**HOUSING TECHNICAL SERVICES DIV ARCHITECT'S BR**

416-965-9929

**HOUSING, TECHNICAL SERVICES DIV, ARCHITECT'S BR.** The Chief Architect's Br provides architectural design, administrative and consultation services to the Ontario Housing Corporation housing production branches, the Ministry of Housing and Ontario Mortgage Corporation on all housing programs.

**HOUSING TECHNICAL SERVICES DIV ENGINEER'S**

416-965-9616

**HOUSING, TECHNICAL SERVICES DIV, ENGINEER'S BR.** The Chief Engineer's Br ensures that all Ontario Housing Corporation (OHC) projects constructed under the Assisted Rental Housing programs comply with building code and OHC requirements. Ensures that site grading and site servicing of subdivisions developed under the Land Sales program comply with municipal subdivision requirements. This involves engineering reviews of drawings and field supervision.

**HUDAC NEW HOME WARRANTY PROGRAM**

416-922-3005

**CCR, HUDAC NEW HOME WARRANTY PROGRAM.** The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

**HUMAN RIGHTS**

416-965-6841

**ONTARIO HUMAN RIGHTS COMMISSION** administers the Ontario **Human Rights** Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of discrimination. Promotes public education to eliminate prejudice and provides publications on **human rights**. Undertakes resolution of community problems involving race and ethnic relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

**HUMAN TISSUE GIFT ACT**

Human Tissue Gift Act, see Sol Gen Chief Coroner's Office.

**HUNTER DAMAGE COMPENSATION**

416-965-5971

**AG & FOOD, LIVESTOCK BR** promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers.

Maintains laboratories where milk samples are tested for butterfat content and a laboratory where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the **Hunter Damage Compensation Act**, the **Artificial Insemination of Livestock Act** and the **Beef Cattle Marketing Act**. The **Artificial Insemination of Livestock Act** requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the **Provincial Auctioneers Act** the branch issues licences to sell pure-bred livestock by public auction in Ontario.

## HUNTING

Hunting, see also **Hunter Damage Compensation**.

416-965-2761

**NAT RES, FINANCIAL SERVICES BR**, besides the financial management and accounting functions as outlined in the first entry under **Accounting**, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure **hunting** licence contact 965-2814 or regional or district offices.

416-965-2745

**NAT RES, PARK MANAGEMENT BR** manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl **hunting** areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

416-965-4251

**NAT RES, WILDLIFE BR** manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. **hunting**) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). **Fur Section (965-3345)** regulates use of furbearers; licenses fur buyers and tanners. **Resources Development Section (965-3345)** administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

## HURONIA

705-526-7838

**CULT & REC, HURONIA HISTORICAL PARKS**. The Ministry operates & maintains historic sites at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open



to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the **Huron**. Costumed staff demonstrate skills & crafts of the eras. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-266-7838).

## HYDRAULIC

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other **hydraulic** structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

## HYDRO

Hydro, see Ontario Hydro

## HYDROLOGY

416-965-2105

ENV, WATER RESOURCES BR **HYDROLOGY** & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and **hydrology** studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design and construction policies, procedures, specifications, standards and technology for use by regional designer and regional construction; monitors and analyzes their application. Provides technical construction expertise to regional offices. Supplies ministry projects with special engineering design services, detailed design of electrical facilities and drainage and **hydrology** studies. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regions to ensure that policies and procedures for administering construction contracts are met.

## ICE HUTS

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and **ice huts**. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, **ice huts**, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

## IMA

IMA (Involvement In Municipal Administration), see TE & IA Subsidies Branch

## IMMIGRANTS

416-965-1192

CULT & REC. CITIZENSHIP BR programs relate to reception, orientation and language training of **immigrants**. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist **immigrants** upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2891

CULT & REC. TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed **immigrants** who need official documents translated into English in order to find work or pursue their training in Ontario.

416-965-2624

EDUC. INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifi-

cations (965-6126), evaluation of foreign educational documents of landed **immigrants** for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-2301

**HEALTH, CLINIC SERVICES BR** Chest Disease Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective **immigrants** with chest problems.

416-482-1111

**HEALTH, ENROLMENT BRANCH** enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. **Immigrants** receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

## IMMUNIZATION

416-965-4094

**HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES** Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for **immunization** and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

## INCENTIVE GRANTS

Incentive Grants, see Grants

## INCORPORATION

416-963-0387

**CR, COMPANIES SERVICES BR** processes articles of **incorporation**, articles of amendment of business corporations, and applications for **incorporation** of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.



416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of **incorporation**) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as mortgages, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of **incorporation**, annual returns) of limited companies in Ontario.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: **incorporation** of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0515

CCR, COOPERATIVE SERVICES BR administers the legislation affecting cooperatives. Also gives advice and information to co-ops or individuals on their **incorporation**.

416-963-0515

CCR, CREDIT UNIONS BR supervises, requires licences and sets minimum standards for credit unions and caisses populaires. These standards govern the **incorporation**, management audit and dissolution of credit unions.

## IND & TOUR ADVERTISING SERVICES SECTION

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

## IND & TOUR COMMUNICATIONS DIV

416-965-546

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with information service including photography, audio-visual, publications, releases, speech media liaison and other services (see first entry under Information Service). Operates a library of still and motion pictures to lend to groups interested in tourism. Catalogues of film available.

**IND & TOUR CONSULTATIVE SERVICES BR COUNSELLING**

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For business counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

**IND & TOUR CONSULTATIVE SERVICES BR GRANTS**

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small business for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturing industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturing industries through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices in Metro Toronto, 491-7680).

**IND & TOUR DEVELOPMENT CORPORATIONS**

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

**IND & TOUR FINANCE & SYSTEMS BR**

416-965-4303

IND & TOUR, FINANCE & SYSTEMS BR Estimates and Financial Reports Section coordinates multi-year plan and other related submissions. Develops internal financial information systems. Accounts Section (965-5296) is responsible for ministry's accounting services. For description of functions see first entry under Accounting. Systems Development Section (965-1873) develops and programs computer based applications for the ministry.

**IND & TOUR INDUSTRY & TRADE ANALYSIS BR**

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

**IND & TOUR INDUSTRY & TRADE DEVELOPMENT**

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the manufacturing industry in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital project abroad. Organizes trade, technology and business opportunity missions, international trade fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

**IND & TOUR INDUSTRY BR INDUSTRIAL DEV**

416-965-7199

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

**IND & TOUR INDUSTRY BR INDUSTRIAL SERVICES**

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service. Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.



**IND & TOUR INDUSTRY BR PRODUCT-MANUFACTURING DEV**

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists the manufacturing industry to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

**IND & TOUR INDUSTRY SECTOR POLICY BR**

416-965-5711

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.

**IND & TOUR MANAGEMENT SERVICES BR**

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-365) that has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

**IND & TOUR METRIC & STANDARDS SECRETARIAT**

416-965-6513

IND & TOUR, METRIC & STANDARDS SECRETARIAT provides information and coordination services to Ontario government ministries and agencies in their metrication and standards activities. Provides central resource file on all aspects of metrication. Provides Ontario Government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

**IND & TOUR ONTARIO PLACE CORPORATION**

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

**IND & TOUR ONTARIO RESEARCH FOUNDATION**

416-822-4111

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contracted research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

**IND & TOUR OPERATIONAL REVIEW BR**

416-965-4511

IND TOUR, OPERATIONAL REVIEW BR is responsible for the ministry's audit function. For a description of the function, see the first entry under audit. In addition, the branch is responsible for operational reviews of the Ministry's world-wide programs carried out through its offices abroad. These reviews evaluate effectiveness of these programs and provide vital input to Ministry decisions.

**IND & TOUR PERSONNEL BR**

416-965-4251

IND & TOUR, PERSONNEL BR performs personnel functions for the Ministry of Industry and Tourism. For a description of functions see first entry under Personnel.

**IND & TOUR SMALL BUSINESS OPERATIONS DIV**

416-965-3401

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

**IND & TOUR STRATEGIC PLANNING BR**

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Planning Committee. Provides: strategic planning for development of industry, trade and tourism in Ontario; program evaluation procedures and ministry management-by-results reporting format. Coordinates special projects and research in issues that the ministry may be involved with in the future.

**IND & TOUR TOURISM DEVELOPMENT BR**

416-965-4211

IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's tourism industry by: providing technical advice relating to planning

design, operation and management of tourist facilities; providing information related to the funding by the Ontario Development Corporations (ODC's) to new and existing tourist facilities; evaluating and recommending tourism project proposals from the public for possible funding by the ODC's; providing consultative assistance and analysis of tourism development projects which may require public support in whole or in part (965-7846); discharging the Ministry's responsibilities regarding tourism planning in Ontario; involvement in special projects which improve the quality of the province's tourism plant.

## IND & TOUR TOURISM MARKETING BR

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

## IND & TOUR TOURISM OPERATIONS BR

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

## INDIAN BAND COUNCILS

Indian Band Councils, see also Native Peoples.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and **Indian Band Councils** for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, **Indian Band Councils** and Comm Soc District Offices. At the discretion of municipalities



supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-4021

**CULT & REC, HERITAGE ADMIN BR, MUSEUMS** Assistance Program gives advisory and financial help to museums owned and maintained by municipalities. **Indian Band Councils** and conservation authorities and to other non-profit museums. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-5003

**CULT & REC, INDIAN COMMUNITY SECRETARIAT** assists Ontario native peoples in both on-reserve and off-reserve communities in gaining full access to existing services of ministries and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from **Indian Band Councils** or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

416-965-2390

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and **Indian Band Councils** for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6046

**NAT RES, OFFICE OF INDIAN LAND CLAIMS** researches and responds to specific Indian land claims and problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, **Indian Band Councils** and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

416-965-4308

**SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR** is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of **Indian Band Councils** to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the

northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

## INDIANS

Indians, see Indian Band Councils, also Native Peoples

## INDUSTRIAL CAMPS

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to **industrial camps** in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

## INDUSTRIAL PARKS

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two **industrial parks**; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of **industrial parks**, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and **industrial parks**. Provides financing through Ontario Development Corporation for municipal **industrial parks**. Holds title to and manages land assemblies until assignment to permanent use.

## INDUSTRIAL SAFETY

Industrial Safety, see Occupational Health

## INDUSTRIAL TRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's **industrial training** (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local **Industrial Training** Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-0693

COLL UNIV, INDUSTRIAL TRAINING COUNCIL is a group of citizens appointed to advise the Minister of Colleges & Universities on provision and delivery of **industrial training** programs for job related skills. Acts as contact with public to consider and make recommendations on all post-secondary skill training programs and proposals outside colleges and universities.

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curricula, evaluates colleges (institutional training) and **industrial training** programs, and manages program approval procedure for all community colleges.

## INDUSTRY

Industry, see also Business, Corporations, Industrial Training.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates at planning stage certain activities by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by **industry**, municipalities and the public.

416-248-3731

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and **industry**. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.



416-965-2214  
 ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by **industry**. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-5115  
 ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by **industry** and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-248-3058  
 ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from **industry**, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-4622  
 IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario **industry** by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7119  
 IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing **industry**. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the manufacturing **industry** in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital projects abroad. Organizes trade, technology and business opportunity missions, international trade fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing **industry**, associations and research institutions; providing a consultative service on technology to **industry** on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist **industry** with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists the manufacturing **industry** to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

416-965-5711

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of **industry** on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading

nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international trade, technology, tourism, small business, **industry** and related subjects. Permits access to its facilities for research purposes.

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian **industry**, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Planning Committee. Provides: strategic planning for development of **industry**, trade and tourism in Ontario; program evaluation procedures and ministry management-by-results reporting format. Coordinates special projects and research into issues that the ministry may be involved with in the future.

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in **industry** including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans and programs to control hazards in **industry**, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information guidelines. Provides information on occupational health and safety (outside Metro call number 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery



Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

## **INDUSTRY & TOURISM**

Industry & Tourism, Ministry of, see IND & TOUR Branch Name.

## **INDUSTRY & TRADE RESEARCH**

Industry & Trade Research, see Ind & Tour Industry & Trade Analysis Br, also Ind & Tour Industry Sector Policy Br

## **INFORMATION CENTRES**

Information Centres, see Community Information Centres

## **INFORMATION OFFICERS FORUM**

416-965-848

INFORMATION OFFICERS FORUM is a professional association of Ontario Government information/communication officers organized to establish high standards of professional conduct and to advance the knowledge and technical skills of its members.

## **INFORMATION SERVICE**

Information Service or Communications Service in each ministry informs the public about the ministry's activities. Plans and develops an information program to meet the need and explain programs of the ministry. Methods used include answering inquiries, preparing and distributing publications, news releases, audio-visual materials, etc.; supplying media with accurate, up-to-date information. Frequently the branch prepares speech material for ministry officials.

416-965-105

AG & FOOD, INFORMATION BR is the **information service** for the Ministry of Agriculture and Food. For a description of activities see first entry under Information Service.

416-965-166

ATT GEN, COMMUNICATIONS BR provides **information service** for the Ministry of the Attorney General. For a description of activities see first entry under Information Service.

416-963-033

CCR, COMMUNICATIONS SERVICES BR provides **information service** for the Ministry of Consumer and Commercial Relations. For a description of activities, see first entry under Information Service. See also CCR Consumer Information Centre. For specific consumer complaints contact appropriate branches described separately in this index.

416-963-111

CCR, CONSUMER INFORMATION CENTRE, part of Communications Services Branch provides bilingual consumer **information service** for the general public, a library of consumer and corporate resource materials, previewing of materials by mail for consumer education and consulting services to professionals working with consumers in the field.

416-965-611

COLL UNIV, INFORMATION RESOURCES BR, Information Services Section performs duties described in first entry under **Information Service**, particularly as they relate to

Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the **information service** for the Ministry of Community and Social Services. For a description of activities, see first entry under Information Service. Also provides assistance (e.g. consultation, publications, films, slide displays, etc.) to the public, municipalities and social agencies to explain programs.

416-750-3421

CORR SERV, INFORMATION SERVICES BR is the **information service** for the Ministry of Correctional Services. For a description of activities, see first entry under Information Service.

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an **information service** which refers the inquirer to the appropriate source of Ontario Government information or coordinates information and services for those unable to do so themselves. Serves the public both directly and by assisting other government offices, the Queen's Park switchboard, Members of Provincial Parliament, Community Information Centres, libraries, community and private organizations, and those referred from these sources. Also prepares publications such as the KWIC Index to the Government of Ontario.

416-965-0615

CULT & REC, COMMUNICATIONS BR provides communications policy advice in addition to writing and supplying editorial and media relations services to the Minister, Deputy Minister and all programs of the Ministry of Culture and Recreation. Provides **information service** to the public about activities of the ministry.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an **information service** for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6407

EDUC, COMMUNICATIONS SERVICES BR is the **information service** for the Ministry of Education. For a description of activities see first entry under Information Service. In addition its Library Services Section provides the Ministry of Education with library services, newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

416-965-2459

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (965-9174). For general **information service** contact 965-2459. For information on energy conservation and renewable energy (e.g. home insulation, solar energy), contact 965-3246.

416-965-7117

ENV, INFORMATION SERVICES BR is the **information service** for the Ministry of the Environment. For a description of activities, see first entry under Information Service. Technical library at 135 St. Clair Ave. West (965-7978) and another at Resources Rd. (248-3408) are both open to the public.

416-965-6683

GOVT SERV, MANAGEMENT PLANNING BR develops and supports the Ministry's corporate planning and control system, and provides executive assistance to the Deputy Minister. Prime functions include long-term planning and policy development, liaison with Management Board Secretariat on program and policy matters, and the analysis and preparation of Management submissions to Management Board and Cabinet. Provides for the continuing analysis and evaluation of Ministry programs, and coordinates Ministry systems development, implementation and control. Also coordinates development, publication and distribution of Ministry policies and procedures, and provides public relations and **information service** in support of Ministry programs (e.g. special events in Queen's Park).

416-965-5167

HEALTH, COMMUNICATIONS BR provides **information service**, health education materials and health education programs for the Ministry of Health. For a description of activities, see first entry under Information Service.

416-965-9780

HOUSING, COMMUNICATIONS BR serves as the **information service** for the Ministry of Housing, including such components as Ontario Housing Corporation (OHC), Ontario Mortgage Corporation (OMC) and the North Pickering Development Corporation. For a description of activities see first entry under Information Service.

416-965-5461

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with **information service** including photography, audio-visual, publications, releases, speeches, media liaison and other services (see first entry under Information Service). Operates a library of still and motion pictures to lend to groups interested in tourism. Catalogues of film available.



416-965-7941

LABOUR, INFORMATION SERVICES BR is the **information service** for the Ministry of Labour. For a description of activities, see first entry under Information Service.

416-965-1537

LABOUR, WOMEN'S BUREAU is an **information service** and resource centre for people interested in the employment status of women in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides **information service** to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an **information service** to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the social sciences and law, the Legislative Library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-2756

NAT RES, INFORMATION SERVICES BR is the **information service** for the Ministry of Natural Resources. Ministry library services are part of the branch: Resources (965-6310), Mining (965-1352), Research (Maple 832-2761). For a description of activities, see first entry under Information Service.

NORAFFAIRS, COMMUNITY SERVICE OFFICES located throughout Northern Ontario provide **information service**, referral and assistance on all Ontario government programs. Offices also help Federal government agencies service the North. Distribute publications and act as contact points for government agencies. See Appendix for list of offices.

416-965-7577

NORAFFAIRS, INFORMATION SERVICES BR provides the Ministry with **information service** (as described in the first entry under Information Service). As well as the office in Toronto, an Information Officer is located in each of the regional offices in Northern Ontario: Sault Ste. Marie (705-942-0100) and Kenora (807-468-3135).

416-592-3331

ONTARIO HYDRO PUBLIC REFERENCE CENTRE is the **information service** for Ontario Hydro and has general reference material on energy. For a description of activities, see first entry under Information Service.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer employment for students. It also provides an **information service** on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides **information service** concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of tax, property assessment, public finance, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual **information service** on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual **information service** and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

416-965-2044

SOL GEN. MINISTRY SECRETARIAT provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications and the application of modern management techniques. The **information service** function for the Ministry is performed by the Communications Policy Advisor (965-2048). See first entry under Information Service for a description of activities.

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs and complaints system. Provides public relations and **information service** for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

416-965-7171

TE & IA, COMMUNICATIONS GROUP is the **information service** for the Ministry of Treasury, Economics & Intergovernmental Affairs. For a description of activities, see first entry under Information Service.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides **information service** for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

## INHERITANCE TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and **inheritance tax**. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

## INJURY

Injury, see Criminal Injuries Compensation Board.

## INMATES

416-750-3380

CORR SERV, BAILIFF SERVICES is responsible for classifying **inmates** of provincial correctional institutions, all of whom have reformatory sentences (i.e., sentences of up to two years less one day). The branch is responsible for and records movement of all sentenced **inmates** within Ontario and handles transfer of federal **inmates** from provincial jails to the Canadian penitentiary system.

416-750-3400

CORR SERV, COMMUNITY RESOURCE CENTRES house **inmates** serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. **Inmates** are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.



416-750-3445

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the academic and vocational needs of **inmates** in adult training centres, correctional institutions and detention centres across the province. Develops curricula and provides teachers with professional supervision.

416-750-3366

CORR SERV, FOOD SERVICES BR endeavours to provide those under the care of the ministry with a nutritionally adequate diet and teaches food service job skills to **inmates** who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry main office.

416-750-3417

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates industrial programs in correctional institutions such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruit and vegetables, to encourage meaningful and productive activities by **inmates**.

416-750-3360

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole **inmates** serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to **inmates**, records and staff of correctional institutions. Also reviews requests for grants for corrections research.

416-750-3366

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to **inmates** under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-750-3366

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreation activities to people in the care of the ministry. Programs are designed to bring **inmates** into contact with the public in controlled settings both in the institution and the community. In many institutions, recreation facilities such as gymnasias and playing fields are used by the community under certain conditions. **Inmates** assist in community programs as officials and in other volunteer roles.

416-750-3404

**CORR SERV, TEMPORARY ABSENCE BR** operates the Temporary Absence program which allows **inmates**, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The Temporary Absence program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

## INQUESTS

416-965-7338

**ATT GEN, CROWN ATTORNEYS' OFFICE**, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners **inquests** as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-6678

**SOL GEN, CHIEF CORONER'S OFFICE**. Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct **inquests**; sign certificates for cremation and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

## INSECTICIDES

Insecticides, see Insects, Pesticides

## INSECTS

416-824-4120

**AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY** in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of **insects** may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-978-3690

**CULT & REC, ROYAL ONTARIO MUSEUM**, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, **insects**, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-2401

**ENV, POLLUTION CONTROL BR PESTICIDES CONTROL** Section ensures safe and effective use of pesticides to control pollution. Issues licences for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, **insects**, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-2785

**NAT RES, FOREST RESOURCES BR** grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from **insects** and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

## INSIDER TRADING

Insider Training, see CCR Ontario Securities Commission.

## INSTITUTIONAL TRAINING

416-965-6161

**COLL UNIV, COLLEGE AFFAIRS BR** is responsible for delivery of the ministry's **institutional training** programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

416-965-537

**COLL UNIV, PROGRAM RESOURCES BR** develops training standards and outline coordinates curricula, evaluates colleges (**institutional training**) and industrial training programs, and manages program approval procedure for all community colleges.

## INSURANCE

Insurance, see also Ontario Health Insurance Plan



416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial **insurance** crops. Its Farm Income Stabilization program provides financial assistance during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

416-963-0471

OCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, **insurance** companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on **insurance** plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses **insurance** agents, brokers, salesmen, adjusts and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

416-965-9419

IV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to pensions and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and **insurance** programs. Assists Staff Relations Div in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-965-6254

GOVT SERV, INSURANCE AND RISK MANAGEMENT purchases **insurance** for the government and advises all Ontario ministries and special purpose bodies on **insurance** coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes **insurance** claims under the Ontario Health Insurance Plan (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Appeals concerning Extended Health Care benefits in nursing homes are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

416-248-3617

R & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles **insurance** claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

416-965-1500

R & COMM, VEHICLE RECORDS & INFORMATION, Licensing & Control Br provides information on vehicles to the police (965-4395) & for a fee to insurance companies, legal firms & the public. Write to: Vehicle Records Section, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to

Macdonald Block, Queen's Park or District Offices. Search Group (965-1563) provides current or historical (to 4 years) data on vehicles ownership & description, searched by plate number, owner's name or serial number. **Insurance** information is restricted to insurance companies & legal firms. Fee is \$3.00. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at \$2. Inquire about replacements already applied for 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking summonses & warrants were wrongly issued, or vehicles were sold & purchaser failed to complete transaction.

## **INSURANCE ADJUSTERS**

Insurance Adjusters, see CCR Financial Institutions.

## **INTERGOVERNMENTAL**

Intergovernmental, see also Federal-Provincial, Provincial-Municipal, Interprovincial or Municipalities.

416-965-335

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current **intergovernmental** issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

416-965-350

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinate provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over \$450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiation with federal government.

## **INTERIOR DESIGN**

Interior Design in Government buildings, see Govt Serv Design Services Br.

## **INTERNATIONAL**

International, see TE & IA External Activities Coordination Secretariat, Ind & Tour Industry & Trade Development, Cult & Rec Cultural Exchange Program

## **INTERPROVINCIAL**

416-965-334

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and **interprovincial** relations. Assesses current issues in Confederation including such matters as the distribution of powers and the effects of many programs on Ontario's relations within federation. Makes recommendations

to ministries on specific federal-provincial or **interprovincial** issues. Through the Ontario Quebec Permanent Commission promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

## INTESTATE

416-362-1331

**ATT GEN, PUBLIC TRUSTEE** manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die **intestate** without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

**ATT GEN, SURROGATE COURT** probates wills of persons who die testate (with a Will), and letters of administration of persons who die **intestate** (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

## INVENTORS

416-965-0410

**ND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING** provides counselling services to those starting a small business, to **inventors** and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For business counselling contact Queen's Park: 965-0410 (manufacturing programs). 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-0410

**ND & TOUR, CONSULTATIVE SERVICES BR, GRANTS** provides financial assistance to small business for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAITS). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturing industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturing industries through the Program to Enhance Productivity (PEP). Aids **inventors** or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410



(manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

### INVESTMENT CONTRACT COMPANIES

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, **investment contract companies**, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

### INVESTORS

416-963-0222

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies, disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of **investors** (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-965-669

TE & IA, SECURITIES BR acts as registrar and transfer agent of the Provincial public debt issues, both domestic and foreign. Is responsible for the prompt payment of interest on public debt; supplies **investors** with information on transfer requirements; arranges for complete service of debentures from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping securities deposited with the Province by the public in accordance with the regulations of provincial legislation.

### ITINERANT SELLERS

416-963-044

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of **itinerant sellers**) Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-47

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing

renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, **itinerant sellers**, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

## JAILS

Jails, see Correctional Institutions

## JOINT VENTURES

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the manufacturing industry in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or **joint ventures** partners; assists in capital projects abroad. Organizes trade, technology and business opportunity missions, international trade fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists the manufacturing industry to expand and diversify production by identifying opportunities through licensing arrangements, **joint ventures**, mergers and acquisitions, contracts and conventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

## JUNIOR FARMERS

416-965-1241

G & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and **Junior Farmers** programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the **Junior Farmers** Loan Corporation. Contact ARDA county or district office.

## JUNIOR RANGERS

416-965-3823

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. For employment inquiries call (965-2707); seasonal employment inquiries (965-1258). Also hires qualified 17 year old persons as **junior rangers** (965-1258). There are personnel officers in each of the Ministry's eight Regional Offices.

## JURY

416-965-735

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is \$7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and **jury**. Criminal jurisdiction involves handling of trials, with or without **jury**, of indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-735. Elsewhere, contact appropriate county or district court.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a **jury**. Contact local County or District Court.

416-965-554

ATT GEN, SUPREME COURT OF ONTARIO, the highest civil court in the province consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal which hears only appeals and is the highest court in the province. With certain exceptions parties before the High Court may demand a trial by judge and **jury**. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.



416-965-1681  
**REVENUE, ASSESSMENT FIELD OPERATIONS BR**, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for **jury** duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

## JUSTICES OF THE PEACE

416-965-2816  
**ATT GEN, COURTS ADMINISTRATION PROGRAM** manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-3453). Handles court reporting services (965-2848). Regulates appointments of **justices of the peace**, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

## JUVENILES

juveniles, see also children, youth.

416-924-0631  
**ATT GEN, PROVINCIAL COURTS FAMILY DIV** deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (**Juveniles**, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by **juveniles** may prefer a private complaint.

416-965-1818  
**COMM SOC, CHILD WELFARE BR INSTITUTIONS** may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short term residences, homes for unmarried mothers, homes for children and youth (**juveniles**) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or **juveniles** committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, probation and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for **juveniles**. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

## LABORATORY

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in farm management, agricultural production, agricultural **laboratory** technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a **laboratory** where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

416-965-241

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The **laboratory** in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-824-4120

**AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY** in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-5841

**AG & FOOD, VETERINARY SERV BR LABORATORY SECTION** operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-248-3015

**ENV, LABORATORY SERVICES BR** provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central **Laboratory** in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health.

416-965-4063

**HEALTH, INSPECTION BR LABORATORY LICENSING Service** issues licences to and inspects medical laboratories to ensure development and maintenance of high standards of medical **laboratory** services and to encourage most economical use of available resources. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of **laboratory** operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

416-248-3196

**HEALTH, LABORATORY SERVICES BR** has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. Serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call local public health **laboratory**.

416-822-4111

**IND & TOUR, ONTARIO RESEARCH FOUNDATION** in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent **laboratory** facilities of Ontario Research Foundation are used by over 1000 companies each



year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health **Laboratory** Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection **Laboratory** (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical **laboratory** provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

416-248-3987

TR & COMM. ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides **laboratory** testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Pavement Design and Management Section (248-

3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

## **LABOUR**

Labour, Ministry of, see LABOUR Branch Name. See also Employees, Manpower, TE & IA Ontario Statistical Centre.

## **LABOUR ADMIN OPERATIONS BR**

416-965-6115

LABOUR, ADMIN OPERATIONS BR supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

## **LABOUR ADV COUNCIL ON OCC HEALTH & OCC SAFETY**

416-965-2448

LABOUR, ADVISORY COUNCIL ON OCCUPATIONAL HEALTH & OCCUPATIONAL SAFETY advises the Minister of Labour on matters involving occupational health and occupational safety. Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field.

## **LABOUR AUDIT SERVICES**

416-965-4137

LABOUR, AUDIT SERVICES is responsible for the ministry's audit function. For a description of the function see first entry under Audit.

## **LABOUR CONCILIATION & MEDIATION SERVICES BR**

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

## **LABOUR CONSTRUCTION HEALTH & SAFETY BR**

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

## **LABOUR EMPLOYMENT STANDARDS BR**

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and

licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

**LABOUR FINANCE BR**

416-965-4148

LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entry under Accounting.

**LABOUR INDUSTRIAL HEALTH & SAFETY BR**

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

**LABOUR INFORMATION SERVICES BR**

416-965-7941

LABOUR, INFORMATION SERVICES BR is the information service for the Ministry of Labour. For a description of activities, see first entry under Information Service.

**LABOUR LABOUR RESEARCH BR**

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

**LABOUR LEGAL BR**

416-965-6625

LABOUR, LEGAL BR provides legal services for the Ministry of Labour. For a description of branch activities, see first entry under Legal Services.

**LABOUR MINING HEALTH & SAFETY BR**

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before



construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

### **LABOUR OCCUPATIONAL HEALTH BRANCH**

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

### **LABOUR ONTARIO LABOUR RELATIONS BOARD**

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

### **LABOUR ONTARIO LABOUR-MANAGEMENT ARBITRATION**

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

### **LABOUR ONTARIO MANPOWER COMMITTEE SECRETARIAT**

416-965-9017

LABOUR, ONTARIO MANPOWER COMMITTEE SECRETARIAT is a coordination agency that supports the Ontario Manpower Coordinating Committee (OMCC). The OMCC is chaired by the Minister of Labour and comprises Deputy Ministers and Deputy Provincial Secretaries of the ministries and policy fields having manpower responsibilities. The OMCC

was established to develop and articulate Ontario position on manpower issues, to improve interministerial cooperation and information flow and to ensure that Ontario's interests, rather than those of one ministry alone, are reflected in dealings with the federal government. The Secretariat is responsible for over-all coordination functions such as definition and analysis of manpower issues and policies, exchange of information on the labour market representation of Ontario at interprovincial and federal-provincial meetings, development of manpower programs or activities that have not yet been assigned to a particular ministry.

## LABOUR PERSONNEL BR

416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions (see first entry under Personnel) for the Ministry of Labour. The Branch is also involved with the Ministry's summer employment program, Students in Industrial Relations (STIR). The Ministry hires senior university and community college students and places them with sponsoring organizations, i.e. companies, unions, law and consulting firms, to give them practical exposure in the industrial relations field.

## LABOUR RELATIONS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service **Labour Relations** Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on **labour relations** for all ministries. Collects, analyzes and exchanges data on employment and compensation (pay policy) practices in the public and private sectors.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, **labour relations**, safety, collective bargaining, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act.

Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario **Labour Relations** Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

## **LABOUR RESEARCH**

Labour Research, see Labour Labour Research Br.

## **LABOUR SPECIAL STUDIES & SERVICES BR**

**LABOUR, SPECIAL STUDIES & SERVICES BR.** Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

## **LABOUR STANDARDS & PROGRAMS BR**

416-965-5533

**LABOUR, STANDARDS & PROGRAMS BR** coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

## **LABOUR WOMEN CROWN EMPLOYEES OFFICE**

416-965-0564

**LABOUR, WOMEN CROWN EMPLOYEES OFFICE** acts as an internal consultant to Ontario government ministries and Crown agencies in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides impetus and technical advice to individual Deputy Ministers (program managers) and Women's Advisors (consultants). Prepares annual report on the status of women Crown employees. Reports regularly to Management Board on the progress of the corporate program which promotes equal opportunity for women employed in the private sector. This program is undertaken by this ministry's Women's Bureau. For affirmative action activities by specific ministries and agencies contact ministry or agency Women's Advisor.



## LABOUR WOMEN'S BUREAU

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the employment status of women in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

## LAKES

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, **lakes**, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to **lakes** and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational **lakes** and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great **Lakes** survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

416-965-4590  
 NV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of **lakes**, streams, and ground water to waste inputs, withdrawals, pollution control measures, and-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-1271  
 AT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers the **Lakes and Rivers Improvement Act** which regulates the construction and operation of dams and diversions in the province.

416-965-7883  
 AT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of **lakes**, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal Government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

AND  
 and, see also Real Property, also Crown Land.

416-965-9433  
 G & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land owned by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural **land**.

416-965-1012  
 T GEN, LAND COMPENSATION BOARD determines compensation for **land** taken through expropriation by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

416-965-7548  
 R, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys.

plans and description of **land** including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the **Land Titles Survey Fund** under special circumstances. Contact Queen's Park or regional offices.

416-965-32

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0423 in Fall, 1978. The Program performs statutory functions of Director of Titles: responsible for legal quality of **land** registration records and instruments. Drafts amendments to, and regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications for title and for conversion of title from the land registry system to the land titles system.

416-963-04

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign **land** can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers: 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for real property (**land**) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with the following telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7588; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the land registry office. There is a land registry office in each county or district.

416-965-2

GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of accommodation projects of the Ontario Government. Ensures that all projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Coordinates accommodation projects related to capital accommodation, **land** acquisition for capital projects, leasing, lease-purchase and accommodation alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for accommodation needs.

416-965-4

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of real estate for most ministries including **land** required for construction programs. Appraises, negotiates and acquires **land** for accommodation. Handles interim management of government property and disposes of it through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner Employee Relocation Plan (phone: 965-6788). Maintains an inventory of government-owned **land**, buildings, leases and accommodation.

416-965-5

HOUSING, LAND MARKETING & SURVEYS BR, Land Marketing Program. **Land** developed by the Ministry (or through federal-provincial partnerships) will be sold to build



or cash. Whenever possible 'no frill' modest housing will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned **land** within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

AT RES. CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related **land** resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support source management projects initiated and undertaken by the Authorities. These include water and **land** management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation **land** management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

AT RES. FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for **land** acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

AT RES. LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires **land** for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown **land**. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on **land** that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

AT RES. SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the **land** base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Drafting Services Section (965-7108) provides lifting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data for ministry and private surveyors on resurveys of township boundaries and Crown land

### 330 LAND CLAIMS

surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

416-965-453

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the **land** base. Mapping Services Section (965-4941) provides information and liaison on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

416-965-661

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for **land** assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages **land** assemblies until assignment to permanent use.

416-248-321

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and **land** management. Contact regional offices. In Metro Toronto, call Central Region 248-3455.

### LAND CLAIMS

416-965-604

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian **land claims** and problems. Keeps the Ministry aware of the possible extent of future **land claims**. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Bands, Councils and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid **land claims** with the Indian people involved.

### LAND COMPENSATION BOARD

416-965-10

ATT GEN, LAND COMPENSATION BOARD determines compensation for **land** takings through expropriation by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to **land** caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The **Land Compensation Board** provides information on arbitration proceedings for compensation and related matters.

## LAND DEVELOPMENT

**HOUSING, COMMUNITY LAND DEVELOPMENT BR** develops and services land for the Ministry. Provides development services for municipalities on a fee basis when requested. Administers the Municipal **Land Development** Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services. 416-965-0250

**HOUSING, PROJECT EVALUATION BR** coordinates technical, municipal and public review and evaluation of the Ministry's **land development** projects. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto, Saltfleet near Hamilton and various development and redevelopment proposals. 416-965-6504

**HOUSING, PROJECT PLANNING BR** provides comprehensive planning services to the Ministry on **land development** and other specific planning projects, based upon thorough physical, social, economic, environmental and engineering analysis. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto and Saltfleet near Hamilton, in addition to preparation of detailed urban designs for other development and redevelopment proposals. The branch ensures that the interests of other ministries and levels of government and the public are taken into account as they relate to these projects. A Planning Group in the branch provides planning information on these projects to housing production agencies, members of Provincial Parliament, government agencies and the public. 416-965-1637

## LAND FILL SITES

Land Fill Sites, see Waste Disposal Sites

## LAND PATENTS

**GOVT SERV, PROTOCOL SERVICES** Recording Office prepares, records and microfilms Ontario official documents, e.g. **land patents**. Certifies notarized documents and affidavits that are sent abroad by the public for various purposes. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section. 416-965-5741

**PAT RES, LANDS ADMINISTRATION BR**, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, **land patents**, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands. 416-965-2741



## LAND REGISTRY

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for survey plans and description of land including condominiums, for registration in **land registry** offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3251

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0423 in Fall, 1978. The Program performs statutory functions of Director of Titles: responsible for legal quality of land registration records and instruments. Drafts amendments to, and regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the **land registry** system to the land titles system.

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate **land registry** offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto **land registry** offices are located at New City Hall with the following telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local **land registry** office. There is a land registry office in each county or district.

## LAND SEVERANCE

416-965-3351

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provide financial aid to smaller municipalities (pop. 10,000 or less) for the development of local oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing **land severance** policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-64

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Ministerial zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning bylaws. Administers **land severance** applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdiction. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

## LAND SPECULATION TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the **Land Speculation tax** (965-1774).

## LAND TAX

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial **Land Tax** Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers **land tax** inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and **land tax** refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

## LAND TRANSFER TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the **Land Transfer Tax** and the Land Speculation tax (965-1774).

## LAND USE PLANNING

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture including production, marketing, **land use planning**, rural sociology, statistics.

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their **land use planning** implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. **land use planning**) Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works.

waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. **land use planning**). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches, develops policy, and recommends community planning standards to apply at the local government level (municipalities), consistent with provincial objectives. Local planning activities include urban subdivision design, **land use planning** related to aircraft noise, official plan social service policies, noise control through planning, public participation.

416-965-6411

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and official plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on **land use planning** matters.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in **land use planning** done by other ministries. Prepares lake plans. Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-5344). Coordinates the review of plans of municipalities and other agencies relative to this ministry plans and programs.

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geologic and mineral resources of Ontario for development of policy on management of non-renewable resources, for **land use planning** and for exploration and development of Ontario mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in R. Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.



416-965-4251

**NAT RES, WILDLIFE BR** manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews **land use planning** and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

## LANDLORD

416-965-7351

**JUD GEN, COUNTY AND DISTRICT COURTS** have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is \$7,500. Statutes under which the courts handle proceedings include: **Landlord** and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-964-7808

**CCR, RENT REVIEW**. Ontario's Residential Premises Rent Review Act limits the amount of rent a **landlord** may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review **landlord** and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-964-3556

**CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD** is an appeal tribunal which hears **landlord** and tenant appeals on decisions of the Ontario Rent Review Program.

416-965-9652

**HOUSING, COMMUNITY HOUSING DIVISION (B)**. The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private **landlord** offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income,

OHC pays subsidy to **landlord**. Under the Private Assisted Rental Program, private **landlord** designs, constructs, owns and operates the project. **Landlord** makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Applicants in Metro Toronto contact Housing Registry, 965 9915. Elsewhere contact local OHC office or Housing Authority. See also Housing Community Housing Division (A) for information on other programs.

## LASERS

Lasers, see Labour Special Studies & Services Br

## LAW ENFORCEMENT

Law Enforcement, see Sol Gen OPP branch name

## LAW REFORM

416-965-476

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to **law reform**, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions.

## LAW SOCIETY

416-965-274

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, **Law Society Act**, Notaries Act (notaries public), Professional Engineers Act and Public Accountancy Act.

## LEARNERS PERMITS

416-965-714

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues appropriate driver's licence to all eligible applicants in Ontario, including **learners permit** renewals, replacements and corrections of licences. Collects and refunds appropriate fees from drivers. Maintains statistics on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

## LEARNING DISABILITIES

416-965-261

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres, schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment programming, teacher education and for instruction materials. Branch advises Minister of Education on program policy for exceptional students; provides liaison with Minister's advisory council on professional and parent groups, and other ministries to improve programs for exceptional children. In cases of **learning disabilities** the branch provides counselling, resources and

guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

## LEASING

Leasing government property, see Govt Serv Realty Services Br, Ag & Food Foodland Development Br, Housing North Pickering Land Acquisition and Management Br. Leasing Crown Land, see Nat Res Lands Administration Br.

## LEGAL AID

ONTARIO LEGAL AID PLAN (OLAP) is operated by the Law Society of Upper Canada under authority of the Attorney General. The Ontario **Legal Aid** Act ensures that no one shall be denied the services of a lawyer for lack of money. Every Ontario resident and in certain cases non residents, may apply for legal aid. Qualification is based on need. Local Community & Social Services District Office investigates applicant's finances & reports to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP administers grants to clinics providing legal services to the community. Subsidizes the operation of student **legal aid** societies in six Ontario law schools. For general information on OLAP call 361-0766; to apply for **legal aid** in the Judicial District of York call 598-0200. Elsewhere consult local telephone directory.

## LEGAL HOLIDAYS

Legal Holidays, see Labour Employment Standards Br.

## LEGAL RESEARCH

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts **legal research** to carry out these functions.

## LEGAL SERVICES

Legal Services Branch in each ministry counsels the ministry on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc. Legal Branches are responsible to the Attorney General's Office.

AG & FOOD, LEGAL BR provides **legal services** for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under Legal Services.

CR, LEGAL SERVICES Section provides **legal services** for the Ministry of Consumer and Commercial Relations. For a description of activities see first entry under Legal Services.

OLL UNIV, LEGAL OFFICER performs **legal services** for the ministry. For a description of functions, see first entry under Legal Services.



416-965-5147

COMM SOC, LEGAL SERVICES BR provides **legal services** for the Ministry of Community and Social Services. For a description of branch activities, see first entry under Legal Services.

416-750-3319

CORR SERV, LEGAL SERVICES BR provides **legal services** for the Ministry of Correctional Services. For a description of branch activities, see first entry under Legal Services.

416-965-5793

CULT & REC, LEGAL SERVICES BR provides **legal services** for the ministry and its agencies. For a description of branch activities see first entry under Legal Services.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing **legal services** to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

416-965-2688

ENV, LEGAL SERVICES BR provides **legal services** for the ministry. For a description of branch activities see first entry under Legal Services.

416-965-1144

GOVT SERV, LEGAL BR provides **legal services** for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

416-965-2444

HEALTH, LEGAL BR provides **legal services** for the Ministry of Health. For a description of branch activities, see first entry under Legal Services.

416-965-9888

HOUSING, LEGAL SERVICES BR provides **legal services** for all branches of the Ministry of Housing including the Ontario Housing Corporation and the Ontario Mortgage Corporation. For a description of activities see first entry under Legal Services.

416-965-6666

LABOUR, LEGAL BR provides **legal services** for the Ministry of Labour. For a description of branch activities, see first entry under Legal Services.

416-965-2222

NAT RES, LEGAL SERVICES BR provides **legal services** for the Ministry of Natural Resources. For a description of branch activities, see first entry under Legal Services.

416-965-1111

REVENUE, LEGAL SERVICES BR provides **legal services** for the Ministry of Revenue. For a description of branch activities, see first entry under Legal Services.

416-965-3440

SOL GEN, LEGAL SERVICES provides **legal services** for the Ministry. For a description of functions, see first entry under Legal Services.

416-965-6926

TE & IA, OFFICE OF LEGAL SERVICES provides **legal services** for the Ministry of Treasury, Economics and Intergovernmental Affairs, the Niagara Escarpment Commission, the Parkway Belt Planning Area, the Ontario Economic Council and the Ministry of Northern Affairs, including Ont. Northland Transportation Commission. For a description of branch activities, see first entry under Legal Services.

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides **legal services** for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

## LEGISLATION

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. Drafts **legislation** (bills and regulations), prepares annual statute books and files and publishes regulations. For information on regulations, contact 965-2854.

416-965-6271

ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during **legislation**. Operates the ministry library which serves the Crown Law Office and field offices.

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of **legislation** before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

## LEGISLATIVE ASSEMBLY ADMINISTRATIVE

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services

(965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

**LEGISLATIVE ASSEMBLY CLERK'S OFFICE**

416-965-1406

**LEGISLATIVE ASSEMBLY, CLERK'S OFFICE.** The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

**LEGISLATIVE ASSEMBLY HANSARD**

416-965-1456

**LEGISLATIVE ASSEMBLY, HANSARD** Reporting Service covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (Hansard). The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. For subscriptions contact Sessional Subscription, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park (965-2238).

**LEGISLATIVE ASSEMBLY LEGISLATIVE LIBRARY**

416-965-4545

**LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY** provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the social sciences and law, the Legislative Library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

**LEGISLATIVE ASSEMBLY ONTARIO ELECTION OFFICE**

416-965-6831

**LEGISLATIVE ASSEMBLY ONTARIO ELECTION OFFICE** serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available.

**LEGISLATIVE ASSEMBLY SPEAKER'S OFFICE**

416-965-2331

**LEGISLATIVE ASSEMBLY, SPEAKER'S OFFICE.** The Speaker of the Assembly is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker is also Chairman of the Board of Internal Economy that governs financial affairs of the Assembly including review of estimates. The office includes the Sergeant-at-Arms of the Assembly as well as the pages employed during sessions and provides information on the schedule of sittings and sessions of the Legislature. Other offices reporting to the Assembly through the Speaker include those of the Provincial Auditor, Ombudsman, Election Office Commission on Election Contributions and Expenses.



## LEGISLATIVE BUILDING

416-965-6415  
GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the **Legislative Building**. The Media Studio and its physical facilities (965-1164) are for the use of MPP's.

416-965-9489  
LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the **Legislative Building** for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

## LEISURE

Leisure, see Ontario Research Council on Leisure, Recreation.

## LEPROSY

leprosy, see Health Community Health Protection Communicable

## LETTERS PATENT

416-963-0387  
CR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues **letters patent** (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0543  
CR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (**letters patent**, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

## LIBERAL PARTY CAUCUS OFFICE

416-965-1676  
LIBERAL PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the Liberal Party belongs to the Liberal Party Caucus. In the June 9, 1977 provincial election, the Liberal Party became the Official Opposition in the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. Reviews input from the public on matters of provincial jurisdiction.

## LIBRARIES

Libraries in Ontario Government, see Library.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for **libraries** and multicultural centres. Contact regional offices or main office.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public **libraries** throughout Ontario. Provides grants, by-laws and statistics and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, **libraries**, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-2061

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to **libraries** through a province-wide library depository system.

## LIBRARY

Library, for programs re Libraries in general, see Libraries

416-965-5966

AG & FOOD, ADMIN SERVICES BR supplies the ministry with administrative services including computer systems development and data processing. Also operates ministry **library** (965-1816). For further description of functions see first entry under Administrative Services.

416-965-6271

ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during legislation. Operates the ministry **library** which serves the Crown Law Office and field offices.

416-963-1111

CCR, CONSUMER INFORMATION CENTRE, part of Communications Services Branch, provides bilingual consumer information service for the general public, a **library** of consumer and corporate resource materials, previewing of materials by mail for consumer educators, and consulting services to professionals working with consumers in the field.

416-965-1463

CIV SERV, ADMIN SERVICES BR provides and coordinates support services to the Civil Service Commission and also provides specified coordinated services on behalf of the Commission to the ministries. Program Analysis Section (965-5404) provides budgetary services through advice, audit, analysis and control. Personnel Data Systems Section (965-1401) provides technical advice on systems applications and maintains public service position organization and employee data for use of authorized Commission staff. Manual of Administration Section (965-4768) edits, publishes and distributes manuals on policies of the Commission. **Library** (965-7096) maintains a reference source on personnel administration and management literature. Other sections in this branch are described under Civ Serv, Admin Services Br, Section Name.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The **Library** Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial **Library** of Geriatrics and Gerontology (367-8867). Contact district office.



416-750-3366

**CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV** provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. **Library Services Br** (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See **Corr Serv Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br** and **Volunteer Programs Br**.

416-965-1192

**CULT & REC, CITIZENSHIP BR** programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference **library** (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

705-526-7838

**CULT & REC, HURONIA HISTORICAL PARKS.** The Ministry operates & maintains historic sites at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the eras. A resource **library**, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

416-965-6763

**CULT & REC, RESOURCE CENTRE** and **Library** under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6407

**EDUC, COMMUNICATIONS SERVICES BR** is the information service for the Ministry of Education. For a description of activities see first entry under Information Service. In addition its **Library Services Section** provides the Ministry of Education with library services a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

416-965-2459

**ENERGY, THE MINISTRY OF ENERGY** ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a **library** (965-9174). For general information service contact 965-2459. For information on energy conservation and renewable energy (e.g. home insulation, solar energy), contact 965-3246.

416-965-7117

**ENV, INFORMATION SERVICES BR** is the information service for the Ministry of the Environment. For a description of activities, see first entry under Information Service. Technical **library** at 135 St. Clair Ave. West (965-7978) and another at Resources Rd. (248-4408) are both open to the public.

416-595-6100

**HEALTH, ADDICTION RESEARCH FOUNDATION (ARF)** conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and drugs. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The **library** of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

416-965-5051

**HEALTH, SUPPLY AND SERVICES BR** provides the Ministry with administrative services (see first entry under Administrative Services for description of functions). In addition, the Branch is responsible for the government pharmacy and medical stores (248-084), microrecording service including health insurance microfilms (965-8242), the Ministry **library** (965-7881), support services such as motor vehicle liability insurance, accident claims reports, motor vehicle licences, parking licences.

416-965-4566

**IND & TOUR, MANAGEMENT SERVICES BR** provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a **library** (965-3365) that has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-6101

**LABOUR, LABOUR RESEARCH BR** provides information on wages, labour relations, safety, collective bargaining, working conditions, unemployment, labour market conditions.

Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a **library** containing labour related material (965-1641).

416-965-4543

LEGISLATIVE ASSEMBLY, LEGISLATIVE **LIBRARY** provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the social sciences and law, the Legislative **Library** has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-2751

NAT RES, INFORMATION SERVICES BR is the information service for the Ministry of Natural Resources. Ministry **library** services are part of the branch: Resources (965-6310), Mining (965-1352), Research (Maple 832-2761). For a description of activities, see first entry under Information Service.

416-965-2091

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and **library** (965-3892) covering aspects of tax, property assessment, public finance, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

416-965-2111

ROYAL COMMISSION ON ELECTRIC POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. Will report on its conclusions relating to nuclear power by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a **Library** and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 1 Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

416-965-2311

TE & IA, LIBRARY SERVICES BR operates a **library** which has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The **Library** has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

416-248-3111

TR & COMM. SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, main



nance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference **library** (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

## LICENCE OF OCCUPATION

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, **licence of occupation**. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

## LICENCES

Licences, see also Extra-Provincial Licences. See also specific activity being licensed, e.g. Employment Agencies.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues **licences** to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires **licences** of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a laboratory

where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires **licences** for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues **licences** to sell pure-bred livestock by public auction in Ontario.

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and edible oils). Also interprets the Milk Act and its regulations for the public. The Commission issues **licences** to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues **licences** and regulates plants manufacturing milk products, oleomargarine and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring **licences** of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues **licences** to and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, **licences** for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues **licences** to riding horse establishments, dog

pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for **licences** in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, **licences** in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0515

CCR, CREDIT UNIONS BR supervises, requires **licences** and sets minimum standards for credit unions and caisses populaires. These standards govern the incorporation, management audit and dissolution of credit unions.

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and **licences** (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues **licences** to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor **licences** for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor **licences** call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; advertising, 965-3450; inspections, 965-4666.



416-963-0272

CCR, LOTTERIES BR issues **licences**, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

416-963-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues **licences** to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing **licences** to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues **licences** to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues **licences** to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research and information on historical and archaeological resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving heritage landscapes. Provides the Ontario Heritage Foundation with professional archaeological assistance (e.g. granting program). Answers inquiries about archaeological **licences**. Contact Regional Archaeologists (South Central Region, Toronto 965-8258).

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological **licences** and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control pollution. Issues **licences** for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues **licences** to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4063

HEALTH, INSPECTION BR LABORATORY LICENSING Service issues **licences** to and inspects medical laboratories to ensure development and maintenance of high standards of medical laboratory services and to encourage most economical use of available resources. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues **licences** to specimen collection centres (bleeding stations).

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues **licences** to tourism establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife **licences** and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, **licences**, fish farming regulations, fish identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information

on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

416-965-274

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing **licences** to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery **licences**. Administers the Pits & Quarries Control Act (965-3127). Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues **licences** to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues **licences** to public vehicles (PV), e.g. bus and charter operations and to public commercial vehicles (PCV), e.g. trucks, truck tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage **licences** within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of transportation services on highways, resulting in the issuance of **licences** (e.g. Public Vehicles & Public Commercial Vehicles) for the carriage of goods and/or passengers for compensation.

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues **licences** for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get **licences** for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248



7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

## LIENS

416-965-7655  
CCR, PERSONAL PROPERTY REGISTRATION Branch (phone no. changes to 963-0451 Fall, 1978) operates the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property (e.g. motor vehicles) when property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests or **liens** when buying personal property or accepting it as collateral for a loan. Inquire through owner's name or motor vehicle serial number by telephone for Deposit Account Holders or in person & by mail upon payment of a fee. Contact local PPSR branch. In Toronto call 965-7359 (963-0461 effective Fall, 1978). System serves the financial community, vehicle dealers, the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

416-965-1160  
REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of **liens** on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

## LIMITED COMPANIES

Limited Companies, see Corporations, also Partnerships

## LIQUOR

416-965-7523  
ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and **liquor** law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-4911  
CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of **liquor** (spirits, alcohol, ale, beer and wine) for home consumption and to licensed establishments through government stores throughout Ontario. The LCBO imports special

orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply (965-0153). Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell **liquor** to foreign-bound passengers.

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL holds public hearings on any appeal from persons aggrieved by **Liquor** Licence Board's decisions to: refuse to issue, renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; impose terms and conditions on an individual; refuse to register an agent or representative; issue an interdiction order; issue an Order of Cessation of advertisement or public notice.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes **liquor** licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining **liquor** licences call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with **liquor** licensing, **liquor** laws infractions, gambling, and suppression of illegal drugs.

## LITTER

Litter, see Waste

## LIVESTOCK

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their **livestock**, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of **livestock** and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a laboratory

where feed samples are analyzed. This branch is responsible for acts affecting **livestock** producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred **livestock** by public auction in Ontario.

416-767-1163

**AG & FOOD, ONTARIO STOCK YARDS BOARD** operates under the federal Livestock & Livestock Products Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of **livestock** and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of **livestock**.

416-965-5841

**AG & FOOD, VETERINARY SERV BR LABORATORY SECTION** operates six laboratories that provide assistance to the **livestock** industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

**AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES** Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for **livestock** community sales and those involved in disposing of dead animals. Compensates owners of **livestock** that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where **livestock** farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell **livestock** medicine. Requires registration of facilities that use animals for research.

## LOAN COMPANIES

416-963-0471

**CCR, FINANCIAL INSTITUTIONS DIV** issues licences to and regulates **loan companies**, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

## LOANS

Loans, see also Grants, Financial Assistance.



416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as **loans**, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-7635

CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario Heritage Foundation grants or **loans** to encourage architectural conservation or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or **loans** for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611) and accounting (965-2612), collects outstanding **loans** made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for teachers' colleges and summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as **loans** to owner-occupants whose adjusted annual family income is under \$12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

416-965-2826

**HOUSING, COMMUNITY RENEWAL BR (B).** This branch administers programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable **loans** up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-4622

**IND & TOUR, DEVELOPMENT CORPORATIONS.** The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term **loans** and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. **Loans** are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7196

**IND & TOUR, INDUSTRY BR,** Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for **loans** and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-1671

**E & IA, MUNICIPAL FINANCE BR** analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers **loans** programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

**E & IA, SUBSIDIES BR** administers provincial & federal-provincial subsidy programs under which grants & **loans** are made to municipalities & individuals. Subsidies to municipal-

ities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens), homeowners (965-3500) & **loans** to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## LOCAL GOVERNMENT

Local Government, see Municipalities

## LOCKOUTS

Lockouts, see also Education Relations Commission, also College Relations Commission.

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or **lockouts**.

416-965-0200

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and **lockouts** and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiation Acts. The Ontario Labour Relations Board deals with certification of employee trade union and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and **lockouts**; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

## LOGGING INDUSTRY

Logging Industry, see also Timber.

416-965-4121

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in industry including the **logging industry**. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.



416-965-5533

**LABOUR, STANDARDS & PROGRAMS BR** coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, **logging industry**. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

## LONG TERM INCOME PROTECTION

416-965-6861

**GOVT SERV, EMPLOYEE BENEFITS BR** administers the following benefits plans for employees of the Ontario Public Service: Public Service Superannuation Act, Superannuation Adjustment Benefits Act, Employees' Group Insurance Plan, **Long Term Income Protection**. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

## LOTTERY

Lottery, see also Wintario, also Provincial Lottery.

416-963-0272

**CCR, LOTTERIES BR** issues licences, supervises and controls all **lottery** operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

## LOW-INCOME HOUSING

Low-Income Housing, see Rent-Geared-to-Income

## LTIP

LTIP, see Long Term Income Protection.

## MACHINERY

Machinery (farm), see Ag & Food Farm Machinery Board.

## MAIL DELIVERY

416-965-1051

**GOVT SERV, SPECIAL SERVICES BR** provides Ontario Government ministries with these operational support services: Collection Service for debts owing to the government (965-5195); **Mail Delivery** and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a Records Centre which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for government vehicles and a trucking service on a charge-back basis (252-3348).

**MAINTENANCE**

Maintenance Services, see Govt Serv Property Management Br.

**MALVERN**

Malvern, see Housing Project Planning Br, Housing Project Evaluation Br.

**MANAGEMENT BOARD SECRETARIAT**

416-965-1772

**MANAGEMENT BOARD SECRETARIAT** provides the staff assistance required by the Management Board, which is the Committee of Cabinet responsible for coordinating the financial and administrative operations of the government.

**MANPOWER**

Manpower, see also Employment.

416-965-6149

**AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR** assists Ontario farmers with their **manpower** requirements by providing training programs and advisory services for farm workers and financial assistance for the construction of housing to accommodate seasonal workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural **Manpower** Committee.

416-965-4211

**COLL UNIV, INDUSTRIAL TRAINING BR** is responsible for the delivery of the ministry's industrial training (**manpower** training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

**COLL UNIV, INFORMATION RESOURCES BR.** Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (**manpower** training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-3405

**IND & TOUR, SMALL BUSINESS OPERATIONS Div.**, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative

Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled **manpower** counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-9017

**LABOUR, ONTARIO MANPOWER COMMITTEE SECRETARIAT** is a coordination agency that supports the Ontario Manpower Coordinating Committee (OMCC). The OMCC is chaired by the Minister of Labour and comprises Deputy Ministers and Deputy Provincial Secretaries of the ministries and policy fields having **manpower** responsibilities. The OMCC was established to develop and articulate Ontario position on **manpower** issues, to improve interministerial cooperation and information flow and to ensure that Ontario's interests, rather than those of one ministry alone, are reflected in dealings with the federal government. The Secretariat is responsible for over-all coordination functions such as definition and analysis of **manpower** issues and policies, exchange of information on the labour market, representation of Ontario at interprovincial and federal-provincial meetings, development of **manpower** programs or activities that have not yet been assigned to a particular ministry.

## MANUFACTURING

416-965-0410

**IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING** provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For business counselling contact Queen's Park: 965-0410 (**manufacturing** programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-0410

**IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS** provides financial assistance to small business for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary **manufacturing** industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary **manufacturing** industries through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of **manufacturing** the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410



(**manufacturing** programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-4622

**IND & TOUR, DEVELOPMENT CORPORATIONS.** The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary **manufacturing** industries and service industries allied to **manufacturing** may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7119

**IND & TOUR, INDUSTRY & TRADE ANALYSIS BR** Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario **manufacturing** industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

**IND & TOUR, INDUSTRY & TRADE DEVELOPMENT**, responsible for the ministry's international operations, is decentralized into three areas: **NORTH AMERICA BR** (965-1015), **EUROPE BR** (965-5715), **SPECIAL AREAS BR** (965-5288). Assists business and the **manufacturing** industry in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital project abroad. Organizes trade, technology and business opportunity missions, international trade fairs. Counsels foreign companies seeking **manufacturing** investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers a European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-7195

**IND & TOUR, INDUSTRY BR, Industrial Development Section** assists in the development of industrial technology by: evaluating new materials, products and processes through contact with **manufacturing** industry, associations and research institutions; providing consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants available from the Federal or Provincial Governments. Contact Queen's Park or Region

Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists the **manufacturing** industry to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, **manufacturing**, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

## MANUSCRIPTS

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical **manuscripts**, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

## MAPLE SYRUP

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, **maple syrup**, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides consumer information, education and publications on the availability, storage, quality and nutritive value, purchase and use of Ontario foods. The Council provides administrative support to the Ontario **Maple Syrup** Producers Association.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, **maple syrup** production and forest management. Pays grants to reduce property tax on managed forests.

## MAPS

Map information and distribution, see Nat Res Administrative Services Br listed below.

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, **maps**, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical **maps** including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

416-965-7888

NAT RES, FISHERIES BR provides information on fishing conditions and regulations open seasons, limits, licences, fish farming regulations, fish identification and conservation hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provide information on scientific fish management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and stream as well as depth charts, shorelines, access and fishing **maps**. Provides liaison with the Federal



government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic **maps** for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison on Ontario **maps** production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal **maps**, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, **maps** (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic **maps**, legal survey plans and documents. **Maps** are available to the public. Contact regional or district offices.

## MARINAS

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, **marinas**, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

## MARKET RESEARCH

Market Research, see Ind & Tour Industry & Trade Analysis Br

## MARKETING

Marketing, see subject or area involved, e.g. Industry, Tourism, Farm Products.

## MARRIAGES

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil **marriages** are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, **marriages** and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, **marriages**, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of \$3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform **marriages** in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

## MATERNITY LEAVE

416-965-525

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hour

of work, public holidays, **maternity leave**, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

## **MATTRESS**

Mattress, see Upholstered and Stuffed Articles

## **MAUSOLEUM**

Mausoleum, see Cemeteries

## **MCLAUGHLIN PLANETARIUM**

McLaughlin Planetarium, see Royal Ontario Museum

## **MCMICHAEL CANADIAN COLLECTION**

416-893-1121

**CULT & REC, McMICHAEL CANADIAN COLLECTION**, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

## **MEAT INSPECTION**

416-965-5841

**AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION** issues licences to and inspects slaughtering plants except those registered under the **Meat Inspection Act** (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

## **MECHANICAL FITNESS**

Mechanical Fitness of Vehicles, see Safety Standard Certificates.

## **MEDIA STUDIO**

416-965-6415

**GOVT SERV, LEGISLATIVE SERVICES BR** provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The **Media Studio** and its physical facilities (965-1164) are for the use of MPP's.



**MEDIATION**

416-965-4104

**LABOUR, CONCILIATION & MEDIATION SERVICES BR** provides conciliation officers who help labour and employers to arrive at a settlement of disputes. **Mediation** officers are provided after the conciliation process if necessary. Also undertakes preventive **mediation** services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

**MEDICAL ASSOCIATIONS**

Medical Associations, see CCR Financial Institutions.

**MEDICAL INSURANCE**

Medical Insurance, see Ontario Health Insurance Plan.

**MEMBER OF PROVINCIAL PARLIAMENT**

416-965-2337

**GOVERNMENT CAUCUS OFFICE.** In the June 9, 1977 provincial election, the Progressive Conservative Party (PC) was returned to Government. Each **Member of Provincial Parliament** belonging to the Progressive Conservative Party belongs to the Government Caucus. The Caucus deliberates policies and programs which will become part of legislation to be introduced in the Legislature. Specific Committees are responsible for certain areas. The Caucus Office has a Chief Whip who looks after attendance in full Caucus, Committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature.

416-965-6415

**GOVT SERV, LEGISLATIVE SERVICES BR** provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each **Member of Provincial Parliament** (MPP) in the Legislative Building. The Media Studio and its physical facilities (965-1164) are for the use of MPP's.

416-965-9489

**LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office** provides financial, personnel and associated administrative services for each **Member of Provincial Parliament** (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

416-965-4541

**LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY** provides an information service to each **Member of Provincial Parliament** (MPP) and staff members of Ontario ministries and agencies. As well as books in the social sciences and law, the Legislative Library has a large

collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-1676

**LIBERAL PARTY CAUCUS OFFICE.** Each **Member of Provincial Parliament (MPP)** belonging to the Liberal Party belongs to the Liberal Party Caucus. In the June 9, 1977 provincial election, the Liberal Party became the Official Opposition in the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. Reviews input from the public on matters of provincial jurisdiction.

416-965-6494

**NEW DEMOCRATIC PARTY CAUCUS OFFICE.** Each **Member of Provincial Parliament (MPP)** belonging to the New Democratic Party (NDP) belongs to the NDP Caucus. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions. For general information, phone 965-6494. To contact NDP Research Office, phone 965-5392.

## MENTAL HEALTH

416-965-8067

**COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR,** administering the Children's **Mental Health Centres Act**, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and youth who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating emotionally disturbed children are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-8045

**HEALTH, CONSULTING SERVICES BR** Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community **Mental Health**, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

416-920-7721

**HEALTH, ONTARIO MENTAL HEALTH FOUNDATION** provides grants for **mental health** research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

**MENTAL RETARDATION**

Mental Retardation, see Retarded.

**MENTALLY INCOMPETENT**

Mentally Incompetent, see also Mental Health.

416-965-7351

**ATT GEN, COUNTY AND DISTRICT COURTS** have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is \$7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the **mentally incompetent**) Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-1865

**ATT GEN, OFFICIAL GUARDIAN** represents the civil rights of persons under a legal disability usually children under 18 years of age or the **mentally incompetent**, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases.

416-362-1331

**ATT GEN, PUBLIC TRUSTEE** manages estates of **mentally incompetent** persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

**MERCURY LEVELS**

416-965-6954

**ENV, WATER RESOURCES BR PLANNING** and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on **mercury levels** in fish. Contact regional office.

**METALLURGICAL**

Metallurgical, see also Metals

416-965-1328

**LABOUR, MINING HEALTH & SAFETY BR** is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand,



clay, shale, gravel pits and **metallurgical** operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and **metallurgical** operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

## METALS

Metals, see also Metallurgical

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy **metals** in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as **metals**, industrial minerals and petroleum. Issues precious **metals** refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

## METRICATION

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements **metrication** in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in **metrication**. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the

## 372 MICROWAVES

most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For business counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-6513

IND & TOUR, METRIC & STANDARDS SECRETARIAT provides information and coordination services to Ontario government ministries and agencies in their **metrication** and standards activities. Provides central resource file on all aspects of **metrication**. Provides Ontario Government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

416-965-3514

TE & IA, MUNICIPAL ADMINISTRATION BR encourages and assists Ontario municipalities in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on **metrication** in municipalities. Offers financial assistance for municipal bilingualism programs.

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's **metrication** program.

## MICROWAVES

Microwaves, see Labour Special Studies & Services Br

## MILK

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where **milk** samples are tested for butterfat content and a laboratory where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing **milk** and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and edible oils). Also interprets the **Milk** Act and its regula-

tions for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid **milk** and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that **milk** marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw **milk**. Arranges for training, licensing and inspecting the work of **milk** and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing **milk** products, oleomargarine and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular **milk** utilization audits.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial **Milk** Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test **milk** products. Approves acceptable **milk** containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

## MILL RATE

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a **mill rate** summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

## MINERAL

Mineral, see also Mining.



416-965-1559

NAT RES. MINERAL RESOURCES BR develops and administers **mineral** resources policies. Maintains statistics on **mineral** economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-4641

NAT RES. ONTARIO GEOLOGICAL SURVEY provides information on the geological and **mineral** resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's **mineral** wealth. Activities include geological, geophysical and geochemical surveys, **mineral** deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of **mineral**, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved **mineral** exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

## MINERS

416-965-2301

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of **miners**. Also processes applications of prospective immigrants with chest problems.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of **miners**. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

## MINIMUM WAGE

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including **minimum wage**, overtime pay, vacation pay, hours

of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

## MINING

Mining, see also Mineral.

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes **mining** and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, **Mining** & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict **mining** land throughout Ontario.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the **Mining** Act and the succeeding legislation for mines, open pits, industrial quarries, sand, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of **mining** and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, **mining**, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information

& guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on **mining** are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, **mining** operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-2756

NAT RES, INFORMATION SERVICES BR is the information service for the Ministry of Natural Resources. Ministry library services are part of the branch: Resources (965-6310), **Mining** (965-1352), Research (Maple 832-2761). For a description of activities, see first entry under Information Service.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown **mining** lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented **mining** lands.

416-965-4061

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario **mining** companies on the basis of profit. Administers the Mining Tax Act.

416-965-1551

NAT RES, MINERAL RESOURCES BR develops and administers mineral resource policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metal refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the **Mining** Act. Petroleum Resources Section (965-1981) issue



licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The **Mining** Act, The **Mining** Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

## MOBILE HOMES

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and **mobile homes** with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and **mobile homes**. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, **mobile homes** and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for length 9-6000.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land use policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for **mobile homes** by passing zoning bylaws under the Planning Act.

## MOPEDS

Moped, see Tr & Comm Public Safety & Information Br

**MORTGAGE BROKERS**

Mortgage Brokers, see also Mortgages.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising selling and unfair business practices by: real estate and business brokers and salesmen **mortgage brokers**, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-032

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting (credit reporting and personal investigation agencies), **Mortgage Brokers**, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidal Sales (pyramidal schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-036

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and **Mortgage Brokers** register and investigates complaints about private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and **mortgage brokers**. Also issues certificates of acceptance for pyramidal schemes under the Pyramidal Sales Act. Recommends appointments under the Bailiffs Act.

**MORTGAGES**

Mortgages, see also Mortgage Brokers. Re discharging a mortgage, see CCR Region Property Registration listed below.

416-963-03

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such **mortgages**, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles incorporation, annual returns) of limited companies in Ontario.

416-963-03

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and not profit corporations, licences in mortmain, extra-provincial licences, registration of partn

ships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and **mortgages**. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and **mortgages** with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. **Mortgages** are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION provides mortgage financing to builders for construction of new housing under the Ministry's programs. Interest rates are below market rates on new housing. Low to middle income buyers who meet government criteria assume **mortgages** when purchasing their homes.

416-965-7078

E & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, energy, call 965-7078; credit unions, registration of **mortgages**, health expenditure, call 965-3792; gross provincial product and economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

## MORTMAIN

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in **mortmain** and extra-provincial licences. See also other sections of this branch described separately.



416-963-037

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in **mortmain**, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

## MOSQUITOES CONTROL

Mosquitoes Control, see Env Pollution Control Br Pesticides Control Section

## MOTHERS

416-965-017

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried **mothers**. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-181

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning construction or purchase of facilities, and development of residential services including sheltered residences, homes for unmarried **mothers**, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-264

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for **mothers** raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aid are provided. The allowance for the disabled and the blind is also known as GAINS-G (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans' pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

416-965-231

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benef

(financial allowances for single **mothers**, permanently unemployable fathers, foster children, etc.).

## MOTION PICTURE

Motion Picture, see also Film Industry, also Films.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves **motion picture** advertising and classification.

## MOTOR VEHICLE ACCIDENT CLAIMS

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the **Motor Vehicle Accident Claims** Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

## MOTOR VEHICLE DEALERS

Motor Vehicle Dealers, see CCR Motor Vehicle Dealers Br.

## MOTOR VEHICLES

Motor Vehicles, see Vehicles

## MOTORCYCLE

Motorcycle licence, see Tr & Comm Drivers & Vehicles Regional Operations

## MOTORISTS

Motorists, see Drivers

## MOVIES

Movies, see Film Industry, also Films.

## MULTICULTURAL

Multicultural, see also Multiculturalism, Ethnic

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and **multicultural** centres. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the

local level. By providing consultative services to community groups this Branch aids in the development of recreation and cultural activities locally. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, **multicultural** groups, regional arts councils, etc.

416-965-6621

**CULT & REC, MULTICULTURAL DEVELOPMENT** BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development grants are available. Contact field offices or the main office. The branch assists in the **multicultural** history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-965-2390

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, **multicultural** and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-4004

**IND & TOUR, ADVERTISING SERVICES** Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or **multicultural** and non-urban communities through weekly newspapers, ethnic publications, radio and television.

## MULTICULTURALISM

Multiculturalism, see also Multicultural, Ethnic

416-965-6763

**CULT & REC, RESOURCE CENTRE** and Library under the Administrative Services BR maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, **multiculturalism**, informal education, language training, recreation human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship volunteerism. Staff can assist in searching materials. Contact field offices.



416-965-2324

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM consists of twenty-five appointed members (by Order in Council) who are regionally and ethnically representative of major areas in Ontario and have had previous experience related to **multiculturalism**. Council's role is to advise government on how the principles of **multiculturalism** may be better understood and put to practical use. The Council meets monthly and reports to the Provincial Secretary for Social Development.

## MUNICIPAL DIRECTORY

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the **Municipal Directory** annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

## MUNICIPAL FINANCE

416-226-6574

TE & IA, MUNICIPAL BUDGETS & ACCOUNTS BR develops and publishes bulletins and manuals to encourage good financial management in Ontario municipalities. Prescribes guidelines for preparation of annual municipal financial reports. Licenses and reviews the performance of municipal auditors. Advises other branches and ministries on matters relating to **municipal finance**.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a **municipal finance** data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning **municipal finance**; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

## MUNICIPAL LIAISON COMMITTEE

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as **Municipal Liaison Committee** (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal

and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

## MUNICIPAL TAX

Municipal Tax, see Property Taxation

## MUNICIPALITIES

Municipalities, incorporation dates, annexations, amalgamations, see TE & IA Library Services Br listed below. See also Municipal Finance, also Provincial-Municipal

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of **municipalities** with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises **municipalities** on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario Plumbing Code which is at present Reg. 647 of the Ontario Water Resources Act.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to **municipalities** and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to **municipalities**, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by **municipalities**, Indian Band Councils and Comm Soc District Offices. At the discretion of **municipalities** supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, **municipalities** & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists **municipalities** in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, **municipalities** and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, **municipalities**, teachers and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates at planning stage certain activities by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, **municipalities** and the public.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (**municipalities** wishing to establish or extend their sewage works into another municipality or territory) and the EPA (approval to establish or extend waste disposal sites), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the



Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups; dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to **municipalities** and industry. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to **municipalities** for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by **municipalities** and assists in training of noise control officers. Although most **municipalities** have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for **municipalities**. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers grants programs for certain sewage and water works to regional or restructured **municipalities**, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new

project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by **municipalities** and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to **municipalities** by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling, especially for energy conservation. Provides **municipalities** with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, **municipalities** and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

416-965-4164

HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to **municipalities** to advise on local public health inspections for cleanliness in restaurants, food stores, residences, factories, etc. Contact local Public Health Unit serving municipality. See also other sections in Health Community Health Protection Br described separately.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by **municipalities** in accordance with need. Rural & Native Housing program provides mortgage geared-to-income housing mostly to native peoples in rural

and remote areas. Community Sponsored Housing Program encourages community groups and **municipalities** to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-0250

**HOUSING, COMMUNITY LAND DEVELOPMENT BR** develops and services land for the Ministry. Provides development services for **municipalities** on a fee basis when requested. Administers the Municipal Land Development Program which provides information and assistance to **municipalities** in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

416-965-3352

**HOUSING, COMMUNITY PLANNING ADVISORY BR** is responsible for the actual promotion of community planning by providing services and advice to **municipalities**, the development industry and the public. Administers a program of grants which provides financial aid to smaller **municipalities** (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for **municipalities** not included in a defined planning area. **Municipalities** must contact regional offices to apply for grants. **Municipalities** are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-2826

**HOUSING, COMMUNITY RENEWAL BR (A).** This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario Home Renewal Program (OHRP) provides per-capita grants to **municipalities** to administer directly as loans to owner-occupants whose adjusted annual family income is under \$12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

416-965-2826

**HOUSING, COMMUNITY RENEWAL BR (B).** This branch administers programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps **municipalities** with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).



HOUSING, LAND MARKETING & SURVEYS BR, Marketing Surveys. 416-965-9834  
The branch carries out Municipal Housing Studies (MHS) for **municipalities** under 10,000 in population that wish to use the Ministry's services. A MHS, combining the old Need and Demand Survey (NDS) and Municipal Housing Policy Statement, (MHPS) is a study of the total housing market of a municipality and is a prerequisite for all Provincial Assisted Housing Programs.

HOUSING, LOCAL PLANNING POLICY BR researches, develops policy, and 416-965-5890  
recommends community planning standards to apply at the local government level (**municipalities**) consistent with provincial objectives. Local planning activities include urban subdivision design, land use planning related to aircraft noise, official plan social service policies, noise control through planning, public participation.

HOUSING, MANAGEMENT PLANNING & EVALUATION BR, part of the Policy & 416-965-9788  
Program Development Secretariat, ensures that the ministry has a comprehensive planning and evaluation system so that its resources are efficiently utilized. Coordinates development of multi-year plan, estimates and management-by-results statements. Maintains and analyzes information to accurately reflect present and future environment for the development of appropriate programs. Surveys & Statistical Analysis Section (965-7025) furnishes background data for policy development. Administers the municipal housing policy program which provides grants and technical analysis to **municipalities** for local housing policy statements.

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the 416-965-6418  
Minister of Housing all official plans and official plan amendments submitted by **municipalities**. Answers inquiries from **municipalities** and the public on land use planning matters.

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, 416-965-7299  
Industrial Development Training Courses and publications to inform and assist **municipalities** on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public 416-965-2785  
and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to **municipalities** for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and **municipalities**. See also Nat Res Surveys & Mapping BR A for other activities.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for **municipalities**, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists **municipalities** in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-3281

SOL GEN, ONT POLICE COMMISSION TECHNICAL SERVICES BR provides technological support and advice for all accredited police forces in Ontario. Program Development Section is involved in Computer Assisted Dispatch & Records Entry (CADRE), Canadian Police Information Centre (CPIC) network management, computer systems for police and digital communications technology. Communications Services assists in upgrading voice communications facilities for Integrated Radio Services Program (IRSP). Administers grants to police forces of **municipalities** for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as Canadian Police Information Centre (CPIC).

416-965-6071  
 SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all **municipalities** for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

416-965-4308  
 SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with **municipalities** which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

416-965-1495  
 E & IA, FIELD SERVICES BR. Ten Field Services Offices in Ontario advise and assist **municipalities**, the public, other government ministries and agencies on all aspects of local government. Coordinate Ministry relationships with **municipalities**. Identify and initiate action in cases of municipal difficulty. Advice is provided through review of municipal financial statements, dissemination of information on existing programs, and as specifically requested. Contact Field Service Offices.

416-965-3505  
 E & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to **municipalities** and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over \$450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-2314  
 E & IA, LIBRARY SERVICES BR operates a library which has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to **municipalities** and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario **Municipalities** since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of **municipalities**, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.



416-965-693

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR goals are to evaluate the responsibilities of Ontario's systems of local government (**municipalities**) and identify the range of functions and organizational structures which will strengthen the capacity of the local governments to: interpret the needs and aspirations of local communities; identify issues; determine priorities and be accountable for them.

416-965-35

TE & IA, MUNICIPAL ADMINISTRATION BR encourages and assists Ontario **municipalities** in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on metrication in **municipalities**. Offers financial assistance for municipal bilingualism program.

416-965-693

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of **Municipalities** of Ontario (AMCO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian **Municipalities** (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and **municipalities**. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislative publications and provincial projects of interest to business, **municipalities**, etc.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to **municipalities** & individuals. Subsidies to **municipalities** include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include a for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through **municipalities** interest-free tax credits to elderly (senior citizen) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

416-248-36

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes **municipalities** for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist **municipalities** in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to **municipalities** and is involved in public participation programs of ministry projects (248-3931).

416-248-3238  
 TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to **municipalities** and regional governments for their roads maintenance and construction programs. Controls highways rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

416-248-3727  
 R & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to **municipalities** for transportation planning studies.

## MUSEUMS

416-878-8151  
 G & FOOD, ONTARIO AGRICULTURAL MUSEUM in Milton, Ontario, one of the **museums** operated by the Ontario Government, houses and displays tools, implements and artifacts associated with the history of Ontario agriculture.

416-965-5399  
 ULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, **museums**, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-965-4021  
 ULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to **museums** owned and maintained by municipalities, Indian Band councils and conservation authorities and to other non-profit museums. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-978-3690  
 ULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (8-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public **museums** and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

## MUSHROOMS

416-527-115

**CULT & REC, ROYAL BOTANICAL GARDENS (RBG)** in Hamilton consists of 200 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous **mushrooms**, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

## MUSIC

Music, see Ontario Arts Council, also Arts

## MUTUAL BENEFIT

Mutual Benefit Societies, see CCR Financial Institutions.

## NAME CHANGES

Name Changes (existing corporations), see CCR Companies Services Br Corporation Name Section. Corporation Style Names, see CCR Companies Services Br Partnerships registration

416-965-735

**ATT GEN, COUNTY AND DISTRICT COURTS** have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is \$7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for **name changes**) Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-735. Elsewhere, contact appropriate county or district court.

416-965-168

**CCR, OFFICE OF THE REGISTRAR GENERAL** registers and records Ontario birth deaths, marriages and still-births. It also records adoptions, divorces and **name change**. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of \$3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

## NAT RES ADMINISTRATIVE SERVICES BR

416-965-511

**NAT RES, ADMINISTRATIVE SERVICES BR**, besides the usual administrative service functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographic maps including canoe routes. Publications on mining are also available (965-1348). For



Description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

**NAT RES ALGONQUIN FORESTRY AUTHORITY**

705-789-9647

NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown Corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

**NAT RES AVIATION & FIRE MANAGEMENT CENTRE**

705-942-1800

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

**NAT RES CAN-ONT RIDEAU-TRENT-SEVERN SECRETARIAT**

705-743-9311

NAT RES, CAN-ONT RIDEAU-TRENT-SEVERN SECRETARIAT coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement signed in February, 1975 by the federal Minister of Indian and Northern Affairs and the provincial Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational land corridor and waterway between Ottawa and Georgian Bay. Objectives include a pollution-free environment, adequate public recreation areas and adequate commercial and private development.

**NAT RES CONSERVATION AUTHORITIES BR**

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation and management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

**NAT RES ENGINEERING SERVICES BR**

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers the Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

**NAT RES FINANCIAL SERVICES BR**

416-965-276

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial park operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

**NAT RES FISHERIES BR**

416-965-788

NAT RES, FISHERIES BR provides information on fishing conditions and regulation open seasons, limits, licences, fish farming regulations, fish identification and conservation hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

**NAT RES FOREST RESOURCES BR**

416-965-278

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

**NAT RES INFORMATION SERVICES BR**

416-965-27

NAT RES, INFORMATION SERVICES BR is the information service for the Ministry of Natural Resources. Ministry library services are part of the branch: Resources (965-631), Mining (965-1352), Research (Maple 832-2761). For a description of activities, see first entry under Information Service.

**NAT RES INTERNAL AUDIT BR**

416-965-40

NAT RES, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under Audit.

## **NAT RES LAND USE COORDINATION BR**

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries. Prepares lake plans. Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-5344). Coordinates the review of plans of municipalities and other agencies relative to this ministry's plans and programs.

## **NAT RES LANDS ADMINISTRATION BR**

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

## **NAT RES LEGAL SERVICES BR**

416-965-2748

NAT RES, LEGAL SERVICES BR provides legal services for the Ministry of Natural Resources. For a description of branch activities, see first entry under Legal Services.

## **NAT RES MINE TAX ASSESSMENT**

416-965-4069

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

## **NAT RES MINERAL RESOURCES BR**

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

## **NAT RES MINING AND LANDS COMMISSIONER**

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.



**NAT RES NIAGARA PARKS COMMISSION**

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 56 kilometre system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a Horticultural School.

**NAT RES OFFICE OF INDIAN LAND CLAIMS**

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

**NAT RES ONTARIO FOREST RESEARCH CENTRE**

416-832-2761

NAT RES, ONTARIO FOREST RESEARCH CENTRE in Maple, Ontario provides scientific and technical knowledge and information to improve the management of forests in Ontario. Main research effort is biological and ecological rather than technological or economic, aimed at regeneration and improvement of forests.

**NAT RES ONTARIO GEOLOGICAL SURVEY**

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

**NAT RES PARK MANAGEMENT BR**

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

**NAT RES PARK PLANNING BR**

416-965-398

NAT RES, PARK PLANNING BR develops and coordinates provincial parks planning and other public recreational facilities. Assists other government and private agencies with relate planning. Contact regional office.

## **NAT RES PERSONNEL BR**

416-965-3825

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. For employment inquiries call (965-2707); seasonal employment inquiries (965-1258). Also hires qualified 17 year old persons as junior rangers (965-1258). There are personnel officers in each of the Ministry's eight Regional Offices.

## **NAT RES POLICY COORDINATION SECRETARIAT**

416-965-8422

NAT RES, POLICY COORDINATION SECRETARIAT assists the Deputy Minister by providing support, advice and information to existing policy planning mechanisms. Assesses and ensures the widest and earliest consideration to long-range policy proposals. Ensures liaison with the Cabinet, Cabinet Committees and other Ministries.

## **NAT RES PROVINCIAL PARKS COUNCIL**

416-965-3981

NAT RES, PROVINCIAL PARKS COUNCIL advises the Minister of Natural Resources on policy, planning, development and management of Ontario Provincial Parks in relation to Ontario's changing recreational needs. Monitors and makes recommendations on the implementation of Algonquin Park Master Plan.

## **NAT RES REGIONAL OFFICES**

NAT RES, REGIONAL OFFICES. There are eight Ministry of Natural Resources Administrative Regions: four in Northern Ontario and four in Southern Ontario. Coordination of policy and delivery of services in these regional offices are administered by the Office of the Assistant Deputy Minister of Northern Ontario in Thunder Bay (807 475-1271), and the Office of the Assistant Deputy Minister of Southern Ontario in Queen's Park, Toronto (416 965-7783). There are several district offices in each region. These offices serve the public and local area interests on matters relating to: the harvesting of Crown timber, minerals, fish and wildlife, forest management, public lands and waters. The Northern Ontario regional and district offices are also involved with forest fire control planning and aviation service for fire detection and suppression and resources surveys.

## **NAT RES ST CLAIR PARKWAY COMMISSION**

519-862-2291

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

## **NAT RES ST LAWRENCE PARKS COMMISSION**

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing.

A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

**NAT RES SURVEYS & MAPPING BR A**

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

**NAT RES SURVEYS & MAPPING BR B**

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

**NAT RES TIMBER SALES BR**

416-965-2731

NAT RES, TIMBER SALES BR is responsible for managing and licensing timber sales in Ontario. Contact regional or district offices.

**NAT RES WASAGA PARK PROJECT**

705-429-2516

NAT RES, WASAGA PARK PROJECT. As part of a broader program of conserving areas containing unique natural resources and providing for public access to a large, high quality natural beach, the province has undertaken the development of a year-round recreational community at Wasaga Beach. This inter-ministry project involves integrated planning by Treasury, Economics & Intergov't. Affairs, Transportation & Communications, Environment, Natural Resources, Housing, Industry & Tourism. The second 5-year phase incorporating arterial road improvements and installation of sewage and water facilities commences in 1978-79 upon Cabinet approval. The Min. of Natural Resources coordinates project. Write: Box 183, Wasaga Beach, L0L 2P0.



## NAT RES WILDLIFE BR

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

## NATIVE PEOPLES

Native Peoples, see also Indian Band Councils

416-965-5184

ATT GEN, NATIVE COURT WORKER PROGRAM, Programs Admin Div. was initiated in 1972 by the Province of Ontario and the Federal government to meet the needs of **native peoples** who may be at a disadvantage when appearing before the courts. The Ontario Federation of Indian Friendship Centres is responsible for operating the program in 20 centres throughout the province.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (**native peoples**, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario **native peoples** in both on-reserve and off-reserve communities in gaining full access to existing services of ministries and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the Group Of Seven. Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H.

MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston, A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by **native peoples**. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-965-6763

CULT & REC. RESOURCE CENTRE and Library under the Administrative Services BR maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, **native peoples**, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for **native peoples**.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to **native peoples** in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-6046

NAT RES. OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and **native peoples** associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

416-965-4251

**NAT RES, WILDLIFE BR** manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of **native peoples**. Contact regional or district offices.

## NATURAL GAS

416-965-7627

**CCR, ENERGY SAFETY BR** which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of **natural gas**, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

**ENERGY, ONTARIO ENERGY CORPORATION** was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing **natural gas** from the Arctic Islands to markets in Southern Ontario.

416-965-1559

**NAT RES, MINERAL RESOURCES BR** develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127). Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing **natural gas** or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-2851

**ONTARIO ENERGY BOARD** regulates certain phases of the **natural gas** industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

## NATURAL RESOURCES

Natural Resources, Ministry of, see NAT RES Branch Name



**NEW DEMOCRATIC PARTY CAUCUS OFFICE**

416-965-6494

NEW DEMOCRATIC PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP Caucus. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions. For general information, phone 965-6494. To contact NDP Research Office phone 965-5392.

**NIAGARA ESCARPMENT**

416-877-5191

NIAGARA ESCARPMENT COMMISSION in Georgetown develops and implements a program to protect the distinct characteristics of the Niagara Escarpment and to ensure a balanced future use of Escarpment lands through interim development control and preparation of a development plan. The Commission reports to the Legislature through the Provincial Secretary for Resources Development. To contact Commission from Toronto and Brampton call 453-2468.

416-681-1555

HOUSING, NIAGARA ESCARPMENT DEVELOPMENT CONTROL Hearing Office in Burlington conducts hearings on appeals from decisions made by the **Niagara Escarpment Commission**.

416-965-6418

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning bylaws. Administers land severance applications for Northern Ontario. Processes appeals to the **Niagara Escarpment Development Control Regulations**. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

**NIAGARA PARKS COMMISSION**

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 56 kilometre system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The **Niagara Parks Commission** also runs a Horticultural School.

**NOISE**

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and **noise** pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from **noise** emissions and comments on the relationship between new and

existing land use and **noise** sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal **Noise** Control Bylaw for adoption by municipalities and assists in training of **noise** control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

HOUSING, LOCAL PLANNING POLICY BR 416-965-5890  
researches, develops policy, and recommends community planning standards to apply at the local government level (municipalities), consistent with provincial objectives. Local planning activities include urban subdivision design, land use planning related to aircraft **noise**, official plan social service policies, **noise** control through planning, public participation.

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, 416-248-3771  
Research Program studies **noise** from highways and other transportation components to: reduce excessive noise, understand its effects and develop standards for control. Develops **noise** barriers; studies **noise** of pavement surfaces and traffic, and assesses impact of trains.

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, 416-248-7191  
through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of **noise**, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, 416-248-3771  
Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, **noise** generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & fares provision and to develop reliability models for different transit systems.

## NON-PROFIT CORPORATIONS

Non-Profit Corporations, see also Charitable Organizations

416-963-0387

**CCR, COMPANIES SERVICES BR** processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, **non-profit corporations** and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0373

**CCR, COMPANY LAW BR** provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and **non-profit corporations**, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

## **NON-PROFIT HOUSING CORPORATIONS**

416-965-9652

**HOUSING, COMMUNITY HOUSING DIVISION (A).** The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form **non-profit housing corporations** (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

## **NORAFFAIRS COMMUNITY SERVICE OFFICES**

**NORAFFAIRS, COMMUNITY SERVICE OFFICES** located throughout Northern Ontario provide information service, referral and assistance on all Ontario government programs. Offices also help Federal government agencies service the North. Distribute publications and act as contact points for government agencies. See Appendix for list of offices.

## **NORAFFAIRS INFORMATION SERVICES BR**

416-965-7577

**NORAFFAIRS, INFORMATION SERVICES BR** provides the Ministry with information service (as described in the first entry under Information Service). As well as the office in Toronto, an Information Officer is located in each of the regional offices in Northern Ontario: Sault Ste. Marie (705-942-0100) and Kenora (807-468-3135).

## **NORAFFAIRS MINISTRY OF NORTHERN AFFAIRS (A)**

416-965-370

**NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (A).** This ministry was established to coordinate Ontario Gov't. services in Northern Ontario, to promote projects & programs in that area, to give people of the North a greater say in government. Its Toront



office accommodates the Minister's and the Deputy Minister's offices, the Planning & Administration Div including Information Services, Program Planning, Policy Development, Administration & Support Services branches. Much of ministry business is carried out in the North through two regional offices: Northeastern (N.E.) in Sault Ste. Marie & Northwestern (N.W.) in Kenora. Each regional office, headed by an Ass't. Deputy Minister, has a Community Relations Br (N.E. in Sault Ste. Marie, 705-942-0100; N.W. in Kenora, 807-468-3135) and a Project Development Br (N.E. in Sudbury, 705-675-5641; N.W. in Thunder Bay, 807-475-1585). Community Service Offices are located across the North. See also Noraffairs Ministry of Northern Affairs (B).

## **NORAFFAIRS MINISTRY OF NORTHERN AFFAIRS (B)**

416-965-3707

**NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B).** This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario administered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsites and community planning and infrastructure, airport construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

## **NORAFFAIRS ONT NORTHLAND TRANSPORTATION COMM**

705-472-4500

**NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC)** in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

## **NORONTAIR**

NorOntair, see Noraffairs Ont Northland Transportation Comm

## **NORTH PICKERING**

**HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION** is the Crown agency responsible for community planning and development of the new community at **North Pickering**. 416-965-9168

**HOUSING, NORTH PICKERING LAND ACQUISITION** and Management Br is responsible for acquiring and managing the Government-owned land within the **North Pickering** planning area on an interim basis pending future development and serves former property owners in **North Pickering** as well as tenants leasing Government-owned property. 416-294-9176

## NORTHERN AFFAIRS

Northern Affairs, Ministry of, see NORAFFAIRS Branch Name

## NORTHERN ONTARIO

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in **Northern Ontario** which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-6418

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning bylaws. Administers land severance applications for **Northern Ontario**. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in **Northern Ontario** to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

NORAFFAIRS, COMMUNITY SERVICE OFFICES located throughout **Northern Ontario** provide information service, referral and assistance on all Ontario government programs. Offices also help Federal government agencies service the North. Distribute publications and act as contact points for government agencies. See Appendix for list of offices.

416-965-7577

NORAFFAIRS, INFORMATION SERVICES BR provides the Ministry with information service (as described in the first entry under Information Service). As well as the office in Toronto, an Information Officer is located in each of the regional offices in **Northern Ontario**: Sault Ste. Marie (705-942-0100) and Kenora (807-468-3135).

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (A). This ministry was established to coordinate Ontario Gov't. services in **Northern Ontario**, to promote projects & programs in that area, to give people of the North a greater say in government. Its Toronto

office accommodates the Minister's and the Deputy Minister's offices, the Planning & Administration Div including Information Services, Program Planning, Policy Development, Administration & Support Services branches. Much of ministry business is carried out in the North through two regional offices: Northeastern (N.E.) in Sault Ste. Marie & Northwestern (N.W.) in Kenora. Each regional office, headed by an Ass't. Deputy Minister, has a Community Relations Br (N.E. in Sault Ste. Marie, 705-942-0100; N.W. in Kenora, 807-468-3135) and a Project Development Br (N.E. in Sudbury, 705-675-5641; N.W. in Thunder Bay, 807-475-1585). Community Service Offices are located across the North. See also Noraffairs Ministry of Northern Affairs (B).

416-965-3707

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705-472-4500

**NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC)** in North Bay supervises transportation services in **Northern Ontario** such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-9569

**ROYAL COMMISSION ON THE NORTHERN ENVIRONMENT** was established in July, 1977 to determine the effects of major enterprises north of the 50th parallel on the natural environment and social, economic and cultural conditions in **Northern Ontario**; to investigate the feasibility of alternative uses of natural resources; to suggest ways and means of assessing and deciding on environmental aspects of major enterprises. Write to the Commission at 55 Bloor St. W., Rm. 801, Toronto M4W 1A5.

## **NORTHLANDER**

Northlander, see Noraffairs Ont Northland Transportation Commission

## **NOTARIES PUBLIC**

416-965-2816

**ATT GEN, COURTS ADMINISTRATION PROGRAM** manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and



family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, **notaries public** and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-2740

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, Law Society Act, Notaries Act (**notaries public**), Professional Engineers Act and Public Accountancy Act.

## NUCLEAR POWER

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to **nuclear power** generating stations and heavy water plants.

416-965-2111

ROYAL COMMISSION ON ELECTRIC POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. Will report on its conclusions relating to **nuclear power** by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a Library and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

## NURSERIES

Nurseries for children, see Day Care

416-965-1051

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Check controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to **nurseries**, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-562-4141

**AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO** conducts horticultural research to increase production and develop new varieties of fruit, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and **nurseries**.

416-965-2785

**NAT RES, FOREST RESOURCES BR** grows seedlings in provincial **nurseries** for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

## NURSING

Nursing care at home, see Health Community Health Home care Program.

416-965-6161

**COLL UNIV, COLLEGE AFFAIRS BR** is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For **Nursing Assistants** (965-4051).

416-965-8045

**HEALTH, CONSULTING SERVICES BR** Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, **nursing** and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

416-965-7285

**HEALTH, HEALTH BOARDS SECRETARIAT** has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and **nursing**.

416-965-4441

**HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING** Consultants provide consultation to health agencies in all areas of public health **nursing** services. Provides information on job opportunities and licensing to practise public health **nursing**. See also other sections in Health Health Promotion Br described separately.

416-965-5021

**HEALTH, MANPOWER PLANNING** Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (physicians, **nursing** & allied health professionals, etc.) and prepares policy studies for Ministry review. Advises Canada Employment & Immigration Commission on requests for immigration approvals for physicians. As of July 1, 1978, administers clinical education budgets for support of medical and allied health interns, residents and teachers in health science centres and hospitals funded by the Ministry. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

## NURSING HOMES

416-965-5081

**HEALTH, INSPECTION BR NURSING HOME INSPECTION** Services licenses, inspects and investigates complaints about **nursing homes**. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, sanitation. Approves construction plans for new homes. Most nursing home residents are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and **nursing homes** which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For **nursing homes** licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new beds contact Institutional Division, 965-8079.

416-965-5700

**HEALTH, INSURANCE CLAIMS BR** processes insurance claims under the Ontario Health Insurance Plan (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Appeals concerning Extended Health Care benefits in **nursing homes** are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

## NUTRITION

416-965-5884

**HEALTH, HEALTH PROMOTION BR NUTRITION** Consultants provide consultation to health agencies on **nutrition**, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

## OBESITY CONTROL

Obesity Control, see Health Health Promotion Br Nutrition



## OBSERVATION AND DETENTION HOMES

416-965-4727

COMM SOC, STANDARDS & INFORMATION SYSTEMS GROUP is primarily a Research and Evaluation Unit concerned with standards of care for children in publicly funded services, and the information flows necessary for effective management of the service delivery system. Ultimately the group will be responsible for licensing children's care services, monitoring standards, and evaluation of programs for children. At present the emphasis is on the development of standards of care and the information systems of the Children's Services Division. The **Observation and Detention Homes** Program (965-9481) is currently associated with the Group.

## OCAP

OCAP (Ontario Career Action Program), see Coll Univ Industrial Training Br

## OCCUPATIONAL HEALTH

416-965-2448

LABOUR, ADVISORY COUNCIL ON OCCUPATIONAL HEALTH & OCCUPATIONAL SAFETY advises the Minister of Labour on matters involving **occupational health** and occupational safety. Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field.

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the **occupational health** and safety of employees in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the **occupational health** and safety of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for **occupational health** and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check **occupational health** and safety hazards. Contact Queen's Park or District Offices.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand, gravel, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in

identifying and solving **occupational health** and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-321

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in **occupational health** to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts **occupational health** studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific **occupational health** & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains **occupational health** statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on **occupational health** and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for **occupational health** research. Write to: Standards & Programs Br. Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

## OCCUPATIONAL THERAPY

416-965-2161

HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, **occupational therapy**, medical and social work, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

416-965-8045

**HEALTH, CONSULTING SERVICES BR** Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, **occupational therapy**, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

### **OECA**

OECA (Ontario Educational Communications Authority), see Cult & Rec OECA.

### **OFFENDER**

Offender, see Inmates, Ex-Offenders

### **OFFICE OF THE COORD ON BILINGUALISM**

416-965-3865

**OFFICE OF THE COORDINATOR ON BILINGUALISM** coordinates the implementation of the Government's bilingualism policy (provision of French language services to the public). Provides related information and advice to other Ontario Government ministries, the media and the public.

### **OFFICE OF THE OMBUDSMAN**

416-869-4000

**OFFICE OF THE OMBUDSMAN.** The Ombudsman is an officer of the Legislature of Ontario. His function, with specific exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario Government. Complaints should be made in writing, however complainants can visit or call: Ombudsman's Office, 65 Queen St., W., Toronto M5H 2M5, Tel. 869-4000 (24-hour phone service). Staff is multilingual. The Ombudsman reports at least annually to the Speaker of the Legislature. An office is located at Room 157, Legislative Bldg., Queen's Park, Toronto, telephone 965-7930, but the public is encouraged to contact the Queen St. office. The Ombudsman is listed in all Ontario telephone directories under Ombudsman Ontario.

### **OFFICE OF THE PROVINCIAL AUDITOR**

416-965-1381

**OFFICE OF THE PROVINCIAL AUDITOR** carries out the statutory requirements imposed under the Audit Act and other statutes of the province. The Provincial Auditor manages the audit of the Consolidated Revenue Fund as well as that of ministerial and quasi-judicial agencies.



## OFFICIAL GUARDIAN

416-965-1865

ATT GEN, **OFFICIAL GUARDIAN** represents the civil rights of persons under a legal disability usually children under 18 years of age or the mentally incompetent, as well as unborn and absentee persons. The **Official Guardian** also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases.

## OFFICIAL PLANS

416-965-9433

AG & FOOD, **FOODLAND DEVELOPMENT BR** reviews **official plans**, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

416-965-1912

ATT GEN, **ONTARIO MUNICIPAL BOARD** performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, **official plans** and any appeal as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-3352

**HOUSING, COMMUNITY PLANNING ADVISORY BR** is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating **official plans** and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-6418

**HOUSING, OFFICIAL PLANS BR** processes and recommends for approval by the Minister of Housing all **official plans** and official plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

416-248-3621

**TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR** subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation

services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal **official plans**, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

**OHAP**

OHAP, see Ontario Housing Action Program

**OHC**

OHC (Ontario Housing Corporation), see Housing OHC Branch Name

**OHIP**

OHIP, see Ontario Health Insurance Plan

**OIL**

Oil, see also Edible Oils

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, **oil** and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude **oil** from the Athabasca **oil** sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127). Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or **oil** or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

**OLD FORT HENRY**

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are **Old Fort Henry** at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole

golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

## OLD FORT WILLIAM

807-577-8461

**CULT & REC, OLD FORT WILLIAM**, one of the historic sites operated by the ministry, is a reconstruction of the original Fort William as it was in the period 1803-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario P0T 2Z9, telephone 807-577-8461.

## OLEOMARGARINE

416-965-3107

**AG & FOOD, MILK COMMISSION OF ONTARIO** develops policy for producing, processing and marketing milk and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing **oleomargarine** and edible oils). Also interprets the Milk Act and its regulations for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

**AG & FOOD, MILK INDUSTRY BR** undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, **oleomargarine** and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

## OMB

**OMB (Ontario Municipal Board)**, see Att Gen Ontario Municipal Board

## OMBUDSMAN

416-869-4000

**OFFICE OF THE OMBUDSMAN.** The **Ombudsman** is an officer of the Legislature of Ontario. His function, with specific exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario



Government. Complaints should be made in writing, however complainants can visit or call: Ombudsman's Office, 65 Queen St., W., Toronto M5H 2M5, Tel. 869-4000 (24-hour phone service). Staff is multilingual. The **Ombudsman** reports at least annually to the Speaker of the Legislature. An office is located at Room 157, Legislative Bldg., Queen's Park, Toronto, telephone 965-7930, but the public is encouraged to contact the Queen St. office. The **Ombudsman** is listed in all Ontario telephone directories under Ombudsman Ontario.

## ON-THE-JOB-TRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including **on-the-job-training**, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

## ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED

416-965-9537

ONT ADVISORY COUNCIL ON THE PHYSICALLY HANDICAPPED consists of a chairman and twenty members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically handicapped persons. Promotes the development and creation of opportunities for self-help. Reviews current relevant policies involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly. Reports to Legislature through the Provincial Secretary for Social Development.

## ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM

416-965-2324

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM consists of twenty-five appointed members (by Order in Council) who are regionally and ethnically representative of major areas in Ontario and have had previous experience related to multiculturalism. Council's role is to advise government on how the principles of multiculturalism may be better understood and put to practical use. The Council meets monthly and reports to the Provincial Secretary for Social Development.

## ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS

416-965-2324

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS consists of eighteen appointed members (by Order in Council) who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of senior citizens. General meetings of all council members are held monthly. The Council reports to the Provincial Secretary for Social Development. The Council produces a quarterly newsletter: 'Especially for Seniors', which is sent to Ontario senior citizens who receive a government pension.

## ONTARIO ARTS COUNCIL

Ontario Arts Council, see also Cult & Rec Festival Ontario

416-961-1660

**CULT & REC, ONTARIO ARTS COUNCIL**, created to promote the study, enjoyment of and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The **Ontario Arts Council** is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

## ONTARIO BOARD OF PAROLE

416-750-3360

**CORR SERV, ONTARIO BOARD OF PAROLE** considers for parole inmates serving sentences which include indefinite terms. The **Ontario Board of Parole** only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

## ONTARIO CAMP LEADERSHIP CENTRE

Ontario Camp Leadership Centre, see Cult & Rec Special Services Br

## ONTARIO CAREER ACTION PROGRAM

416-965-4211

**COLL UNIV, INDUSTRIAL TRAINING BR** is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the **Ontario Career Action Program** (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

## ONTARIO COUNCIL OF HEALTH

416-965-5031

**HEALTH, ONTARIO COUNCIL OF HEALTH** advises the Minister of Health on all health care matters. Studies questions affecting health services, research and manpower. Also makes recommendations about other studies not done by the Council.

## ONTARIO DEVELOPMENT CORPORATION

416-965-4622

**IND & TOUR, DEVELOPMENT CORPORATIONS.** The **Ontario Development Corporation** (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

## ONTARIO ECONOMIC COUNCIL

416-965-4315

**TE & IA, ONTARIO ECONOMIC COUNCIL** (OEC) is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The OEC coordinates its work with the Economic Council of Canada and government ministries. Publishes an annual report which details research publications and work in progress.

## ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY

416-484-2600

**CULT & REC, OECA.** The **Ontario Educational Communications Authority**, an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an educational television network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 TVOntario will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, teachers & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

416-965-5982

**EDUC, CURRICULUM BR** produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the **Ontario Educational Communications Authority** (OECA). Develops materials for courses about and for native peoples.



## **ONTARIO ENERGY BOARD**

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

## **ONTARIO ENERGY CORPORATION**

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The **Ontario Energy Corporation** has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

## **ONTARIO FILM INSTITUTE**

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the **Ontario Film Institute** (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of films) and the Ontario Film Archive.

## **ONTARIO FOOD COUNCIL**

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the **Ontario Food Council** provides consumer information, education and publications on the availability, storage, quality and nutritive value, purchase and use of Ontario foods. The Council provides administrative support to the Ontario Maple Syrup Producers Association.

## **ONTARIO GAZETTE**

Ontario Gazette, see Govt Serv Printing Services Br.

## **ONTARIO GOVERNMENT BOOKSTORE**

416-965-2069

GOVT SERV. PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238).

Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the Publications Centre (965-6015) and the **Ontario Government Bookstore** (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to libraries through a province-wide library depository system.

## ONTARIO GOVERNMENT PUBLICATIONS

416-965-6015

ONTARIO GOVERNMENT PUBLICATIONS are warehoused, catalogued and distributed by mail through the Publications Centre, Ministry of Government Services, 5th floor, 880 Bay St. Toronto, M7A 1N8 (965-6015), or through the Ontario Government Bookstore at 880 Bay St., Toronto (965-2054). Cheques or money orders should be made payable to the Treasurer of Ontario. Microfiche of certain government documents, bibliographic and reference services are also available (965-1415). For publications issued directly by a ministry, contact that ministry's regional office or its Information Services Branch in Queen's Park. The Publications Warehouse is located at 1220 Markham Road, Scarborough (Phone: 438-4520).

## ONTARIO HEALTH INSURANCE PLAN

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the **Ontario Health Insurance Plan** (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes insurance claims under the **Ontario Health Insurance Plan** (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Appeals concerning Extended Health Care benefits in nursing homes are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting **Ontario Health Insurance Plan** (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9 providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

**ONTARIO HERITAGE FOUNDATION**

416-965-9504

**CULT & REC, ONTARIO HERITAGE FOUNDATION** advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

**ONTARIO HOME RENEWAL PROGRAM**

Ontario Home Renewal Program, see Housing, Community Renewal Br (A).

**ONTARIO HOUSING**

Ontario Housing, see Rent Geared to Income

**ONTARIO HOUSING ACTION PROGRAM**

416-965-6418

**HOUSING, ONTARIO HOUSING ACTION PROGRAM (OHAP)** which was established to expedite production and stabilize costs of new housing especially for lower and moderate income families, ended on March 31, 1978. Ongoing work under existing OHAP agreements will be coordinated by the Development Control Section, Operations & Development Br of the Plans Administration Division.

**ONTARIO HUMAN RIGHTS COMMISSION**

416-965-6841

**ONTARIO HUMAN RIGHTS COMMISSION** administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of discrimination. Promotes public education to eliminate prejudice and provides publications on human rights. Undertakes resolution of community problems involving race and ethnic relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

**ONTARIO HYDRO**

416-592-5111

**ONTARIO HYDRO** supplies electrical energy to the people of Ontario indirectly through 352 associated municipal utilities, and directly to more than 790,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Minister of Energy.



416-965-2851

**ONTARIO ENERGY BOARD** regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale **Ontario Hydro** rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

416-965-2111

**ROYAL COMMISSION ON ELECTRIC POWER PLANNING** was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of **Ontario Hydro** and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. Will report on its conclusions relating to nuclear power by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a Library and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

## **ONTARIO HYDRO PUBLIC REFERENCE CENTRE**

416-592-3331

**ONTARIO HYDRO PUBLIC REFERENCE CENTRE** is the information service for Ontario Hydro and has general reference material on energy. For a description of activities, see first entry under Information Service.

## **ONTARIO LABOUR RELATIONS BOARD**

Ontario Labour Relations Board, see Labour Ontario Labour Relations Board.

## **ONTARIO LAND CORPORATION**

416-965-6616

**TE & IA, ONTARIO LAND CORPORATION (OLC)** provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

## **ONTARIO LAW REFORM COMMISSION**

416-965-4761

**ATT GEN, ONTARIO LAW REFORM COMMISSION** inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The **Ontario Law Reform Commission** conducts legal research to carry out these functions.

## **ONTARIO LEGAL AID**

416-361-0766

**ONTARIO LEGAL AID PLAN (OLAP)** is operated by the Law Society of Upper Canada under authority of the Attorney General. The Ontario Legal Aid Act ensures that no one shall be denied the services of a lawyer for lack of money. Every Ontario resident and in certain cases non residents, may apply for legal aid. Qualification is based on need. Local

Community & Social Services District Office investigates applicant's finances & reports to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP administers grants to clinics providing legal services to the community. Subsidizes the operation of student legal aid societies in six Ontario law schools. For general information on OLAP call 361-0766; to apply for legal aid in the Judicial District of York call 598-0200. Elsewhere consult local telephone directory.

## **ONTARIO LOTTERY CORPORATION**

416-961-6262

**CULT & REC, ONTARIO LOTTERY CORPORATION** manages Wintario and the Provincial Lottery. Proceeds from Wintario are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from Provincial Lottery sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (Wintario: 870-9170, Provincial Lottery: 870-9161). For Wintario grants information call 965-2390 or ministry field offices. For Provincial Lottery health research grants see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

## **ONTARIO MEDAL**

416-965-9121

**ONTARIO MEDAL.** Three awards were established by the government to recognize outstanding Ontarians. The Ontario Medal for Good Citizenship was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness make Ontario a better place to live. The Ontario Medal for Police Bravery recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for Firefighters Bravery likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. For nominations write to: The Secretary, Advisory Council, (specify award), Legislative Bldg., Queen's Park, Toronto M7A 1A1.

## **ONTARIO MILK MARKETING BOARD**

Ontario Milk Marketing Board, see Ag & Food Milk Commission of Ontario, also Ag & Food Milk Industry Br

## **ONTARIO MORTGAGE CORPORATION**

416-965-9135

**HOUSING, ONTARIO MORTGAGE CORPORATION** provides mortgage financing to builders for construction of new housing under the Ministry's programs. Interest rates are below market rates on new housing. Low to middle income buyers who meet government criteria assume mortgages when purchasing their homes.

## **ONTARIO MUNICIPAL BOARD**

416-965-1912

**ATT GEN, ONTARIO MUNICIPAL BOARD** performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for

approval of zoning bylaws, official plans and any appeal as provided under the Planning Act and under the Assessment Act. The **Ontario Municipal Board** supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

## ONTARIO NORTHLAND TRANSPORTATION COMMISSION

705-472-4500

**NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC)** in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The **Ontario Northland Transportation Commission** has a sales office in Toronto, phone: 965-4268.

## ONTARIO PLACE

416-965-7711

**IND & TOUR, ONTARIO PLACE CORPORATION** operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. **Ontario Place** arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

## ONTARIO POLICE COMMISSION

416-965-6071

**SOL GEN, ONTARIO POLICE COMMISSION** ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). **Ontario Police Commission** trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

## ONTARIO PROVINCIAL POLICE

Ontario Provincial Police (OPP), see Sol Gen OPP branch name

## ONTARIO PUBLIC SERVICE

Ontario Public Service, see Civ Serv Branch Name, also Govt Serv Employee Benefits Br.

## ONTARIO QUEBEC PERMANENT COMMISSION

Ontario Quebec Permanent Commission, see also TE & IA Federal-Provincial & Interprovincial Affairs Secretariat



416-965-2927

**TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION** promotes and stimulates cultural and educational exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

## **ONTARIO RACING COMMISSION**

416-963-0520

**CCR, ONTARIO RACING COMMISSION (ORC)** promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the **Ontario Racing Commission**.

## **ONTARIO RESEARCH COUNCIL ON LEISURE**

416-965-2625

**CULT & REC, SPECIAL SERVICES BR** advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the **Ontario Research Council On Leisure (ORCOL)** (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

## **ONTARIO RESEARCH FOUNDATION**

416-822-4111

**IND & TOUR, ONTARIO RESEARCH FOUNDATION** in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of **Ontario Research Foundation** are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

## **ONTARIO SCIENCE CENTRE**

Ontario Science Centre, see also Cult & Rec Festival Ontario.

416-429-4100

**CULT & REC, ONTARIO SCIENCE CENTRE** conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the **Ontario Science Centre** is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of films) and the Ontario Film Archive.

### **ONTARIO SHARE & DEPOSIT INSURANCE CORPORATION**

Ontario Share & Deposit Insurance Corporation, see CCR Financial Institutions, also CCR Commercial Registration Appeal Tribunal.

### **ONTARIO SPECIAL BURSARY**

Ontario Special Bursary, see Coll Univ Student Awards Br.

### **ONTARIO SPORTS TRAINING CENTRE**

Ontario Sports Training Centre, see Cult & Rec Ontario Sports Training Centre.

### **ONTARIO STATUS OF WOMEN COUNCIL**

416-965-1111

**ONTARIO STATUS OF WOMEN COUNCIL** is an advisory Council consisting of a chairman and sixteen members, all appointed by the Government. Advises the Ontario Government through the Provincial Secretariat for Social Development, on matters pertaining to the status of women in Ontario. Co-ordinates and monitors the implementation of recommendations contained in the report 'Equal Opportunity for Women in Ontario: A Plan For Action'. Reports annually to the Legislature through the Provincial Secretary for Social Development. Several committees are active in such areas as: education, labour, health, child care and women with special needs.

### **ONTARIO STOCK YARDS BOARD**

Ontario Stock Yards Board, see Ag & Food Ontario Stock Yards Board.

### **ONTARIO STUDENT ASSISTANCE PROGRAM**

Ontario Student Assistance Program, see Coll Univ Student Awards Br.

### **ONTARIO STUDENT LEADERSHIP CENTRE**

Ontario Student Leadership Centre, see Educ Student Activities & Special Projects Br.

### **ONTARIO STUDENT LOAN**

Ontario Student Loan, see Coll Univ Student Awards Br.

### **ONTARIO STUDENT RECORD**

Ontario Student Record, see Educ Student Activities & Special Projects Br.

## ONTARIO TAX CREDIT

416-965-8470

REVENUE. ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their **Ontario Tax Credit** form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

## ONTARIO YOUTH SECRETARIAT

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer employment for students. It also provides an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

## ONTARIO 20

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (**Ontario 20**) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

## ONTOUR

Ontour, see Ontario Arts Council

## OPP

OPP (Ontario Provincial Police), see Sol Gen OPP branch name

## OPTOMETRISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfac-



torily dealt with by the individual governing bodies for physicians, dentists, **optometrists**, pharmacists and nursing.

416-965-2181

**HEALTH, PROFESSIONAL SERVICES MONITORING BR** assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and **optometrists**. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

## ORDER PAPER

416-965-1406

**LEGISLATIVE ASSEMBLY, CLERK'S OFFICE.** The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the **Order Paper** and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

## ORE

416-965-4641

**NAT RES, ONTARIO GEOLOGICAL SURVEY** provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and **ore** samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

## ORGAN DONATIONS

Organ donations for therapeutic purposes, see Sol Gen Chief Coroner's Office

## ORGANIZED CRIME

416-965-8108

**SOL GEN, OPP, INTELLIGENCE BR** collects and disseminates police information relating to **organized crime**.

## ORNITHOLOGY

416-527-1158

**CULT & REC, ROYAL BOTANICAL GARDENS (RBG)** in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on **ornithology**. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-978-3690

**CULT & REC, ROYAL ONTARIO MUSEUM**, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, **ornithology**) The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

## OSAP

OSAP (Ontario Student Assistance Program), see Coll Univ Student Awards Br.

## OSTEOPATHS

416-965-2181

**HEALTH, PROFESSIONAL SERVICES MONITORING BR** assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, **osteopaths** and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

## OUTREACH ONTARIO

416-965-6256

**CULT & REC, OUTREACH ONTARIO**, a program under the Arts Services Br is designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs, expand extension services and undertake cooperative projects. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult

& Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

## **OVERSIZE & OVERWEIGHT VEHICLES**

Oversize & Overweight Vehicles, see TR & COMM Drivers & Vehicles Regional Operations

## **OVERTIME PAY**

Overtime Pay, see Labour Employment Standards Br

## **PAGES**

Pages at Legislative Assembly sessions, see Legislative Assembly Speaker's Office.

## **PAPERBACKS**

Paperbacks, see also Cult & Rec Cultural Industries Br.

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of **paperbacks** and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of **paperbacks** and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of **paperbacks** & periodicals), Pyramidal Sales (pyramidal schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.



416-963-0360

**CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS** Section registers distributors of **paperbacks** and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

## **PARCOST**

416-965-6685

**HEALTH, DRUGS & THERAPEUTICS BR** is responsible for quality assurance, cost control & program management of Ontario's Drug Benefit & **PARCOST** (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit **PARCOST** Comparative Drug Index, a prescribing guide for doctors & dispensing aid for pharmacists. Drugs listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, drugs in the Formulary are available free to Drug Benefit recipients. Pharmacists voluntarily participating in **PARCOST** agree to dispense drugs at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceuticals, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't. institutions.

## **PARKING TICKET FINES**

Parking Ticket Fines, see Att Gen Provincial Courts Criminal Div Metro.

## **PARKS**

Parks, see also Cult & Rec Huronia Historical Parks.

416-965-2761

**NAT RES, FINANCIAL SERVICES BR**, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial **parks** operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-356-2241

**NAT RES, NIAGARA PARKS COMMISSION** in Niagara Falls, Ontario operates a 56 kilometre system of **parks** along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a Horticultural School.

416-965-2745

**NAT RES. PARK MANAGEMENT BR** manages provincial **parks**, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan **parks**. For general information on **parks** contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

416-965-3981

NAT RES, PARK PLANNING BR develops and coordinates provincial **parks** planning and other public recreational facilities. Assists other government and private agencies with related planning. Contact regional office.

416-965-3981

NAT RES, PROVINCIAL PARKS COUNCIL advises the Minister of Natural Resources on policy, planning, development and management of Ontario Provincial **Parks** in relation to Ontario's changing recreational needs. Monitors and makes recommendations on the implementation of Algonquin Park Master Plan.

519-862-2291

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of **parks** and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains **parks**, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

## PARKWAY BELT SYSTEM

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the **Parkway Belt System**. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

## PAROLE

Parole, see also Probation.

416-750-3360

CORR SERV, ONTARIO BOARD OF PAROLE considers for **parole** inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (A) works closely with all Courts of criminal jurisdiction in Ontario and the Ontario Board of **Parole** on probation requirements: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of **Parole**, assisting probationers, providing supervision and assistance to offenders on **parole** and to others who need it after release from correctional institutions. Assistance includes

counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office. See also Corr Serv Probation & Parole Adult Br (B).

## PARTNERSHIPS

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of **partnerships**, limited **partnerships** and proprietorships. Registers corporations that carry on business in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business ventures.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of **partnerships** and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

## PASTEURIZATION PLANTS

Pasteurization Plants, see Health Community Health Protection Br Food.

## PATENT

Patent, see Letters Patent, Land Patents

## PATHOLOGISTS

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies and biological and other techniques of forensic science. Supervises regional **pathologists**. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

## PAY POLICY

416-965-6086

CIV SERV, PAY POLICY & ADMIN BR recommends Ontario Public Service **pay policy** to the Commission. Develops for approval by Management Board the government's objectives in negotiations with Ontario Public Service Employees Union (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on employment and compensation (**pay policy**) practices in the public and private sectors.



**PCV**

PCV (Public Commercial Vehicle) and PV (Public Vehicle), see Tr & Comm Highway Carrier Licensing Section, also Tr & Comm Ont Highway Transport Board.

**PENSIONERS**

Pensioners, see Senior Citizens

**PENSIONS**

Pensions, see also Comm Soc Provincial Benefits Br, also Comm Soc Social Assistance Review Board.

416-963-0522

CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of **pensions**.

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to **pensions** and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and **pensions** to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides **pensions** for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased teachers.

416-965-1709

GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD recommends payments of annuities, **pensions** and disability benefits to Ontario Public Service Employees and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service employees are handled by Employee Benefits Branch (965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

416-598-0413

ROYAL COMMISSION ON THE STATUS OF PENSIONS was established in April, 1977 to study private sector **pensions** and retirement arrangements and to examine the Canada Pension Plan and public employee pension plans. Write to the Commission at 180 Dundas St. W., 22nd Floor, Toronto M5G 1Z8.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabili-

tation services; awards for permanent disability; and **pensions** for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## PERIODICALS

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of paperbacks and **periodicals**. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and **periodicals**, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & **periodicals**), Pyramidal Sales (pyramidal schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0360

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section registers distributor of paperbacks and **periodicals**. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

416-965-6487

**CULT & REC, CULTURAL INDUSTRIES BR** is involved with the film industry, recording industry, book publishing and **periodicals** industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660

**CULT & REC, ONTARIO ARTS COUNCIL**, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and **periodicals**, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

## PERSONAL PROPERTY SECURITY

Personal Property Security, see CCR Personal Property Registration Branch.

## PERSONNEL

Personnel Branch in each ministry works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. Personnel Branch is responsible for the establishment of ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the ministry's personnel, payroll and employee benefit records. Provides liaison between the ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

416-965-7452

**AG & FOOD, PERSONNEL BR** performs the **personnel** functions for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under Personnel.

416-965-2552

**ATT GEN, PERSONNEL MANAGEMENT BR** performs the **personnel** functions for the Ministry of the Attorney General. For a description of branch activities, see first entry under Personnel.

416-963-0281

**CCR, PERSONNEL SERVICES BR** performs the **personnel** functions for the Ministry of Consumer and Commercial Relations. For a description of branch activities, see first entry under Personnel.

416-965-1463

**CIV SERV, ADMIN SERVICES BR** provides and coordinates support services to the Civil Service Commission and also provides specified coordinated services on behalf of the



Commission to the ministries. Program Analysis Section (965-5404) provides budgetary services through advice, audit, analysis and control. **Personnel** Data Systems Section (965-1401) provides technical advice on systems applications and maintains public service position organization and employee data for use of authorized Commission staff. Manual of Administration Section (965-4768) edits, publishes and distributes manuals on policies of the Commission. Library (965-7096) maintains a reference source on **personnel** administration and management literature. Other sections in this branch are described under Civ Serv, Admin Services Br, Section Name.

416-965-2065

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on **personnel** administration. Affirmative Action coordinator (965-4840) serves its women employees.

416-965-4503

COLL UNIV, PERSONNEL BR performs the **personnel** functions for the Ministry of Colleges & Universities. For description of branch activities, see first entry under Personnel.

416-965-7991

COMM SOC, PERSONNEL BR performs the **personnel** functions for the Ministry of Community and Social Services. For a description of branch activities, see first entry under Personnel. Training and educational assistance is the responsibility of Comm Soc Training and Staff Development Branch, 965-6211.

416-750-3335

CORR SERV, PERSONNEL BR performs the **personnel** functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under Personnel. Also operates summer employment programs for students based on experience and assigned-task projects for four month work periods in institutions.

416-965-0225

CULT & REC, PERSONNEL BR performs the **personnel** functions for the Ministry of Culture and Recreation. For a description of functions see first entry under Personnel.

416-965-2222

EDUC, PERSONNEL BR performs the **personnel** functions for the Ministry of Education. For a description of branch activities, see first entry under Personnel.

416-965-3267

ENV, PERSONNEL BR performs the **personnel** functions for the Ministry of the Environment. The branch is also responsible for the women's advisor and those involved in the bilingualism program. For a description of branch activities see first entry under Personnel.

416-965-701

GOVT SERV, PERSONNEL BR performs the **personnel** functions for the Ministry of Government Services. For a description of branch activities see first entry under Personnel.

416-965-507

HEALTH, HUMAN RESOURCES BR performs the **personnel** functions for the Ministry of Health. For a description of branch activities, see first entry under Personnel. The Branch

also a resource to the general health sector in labour relations, compensation and management development.

416-965-9401

HOUSING, PERSONNEL BR performs the **personnel** functions for the Ministry of Housing. Ontario Housing Corporation (OHC) Housing Operations Br (Metro) performs its own **personnel** functions (965-9831). For a description of functions see first entry under Personnel.

416-965-4259

IND & TOUR, PERSONNEL BR performs **personnel** functions for the Ministry of Industry and Tourism. For a description of functions see first entry under Personnel.

416-965-6121

LABOUR, PERSONNEL BR performs the **personnel** functions (see first entry under Personnel) for the Ministry of Labour. The Branch is also involved with the Ministry's summer employment program, Students in Industrial Relations (STIR). The Ministry hires senior university and community college students and places them with sponsoring organizations, i.e. companies, unions, law and consulting firms, to give them practical exposure in the industrial relations field.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, **personnel** and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

416-965-3825

NAT RES, PERSONNEL BR performs the **personnel** functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. For employment inquiries call (965-2707); seasonal employment inquiries (965-1258). Also hires qualified 17 year old persons as junior rangers (965-1258). There are personnel officers in each of the Ministry's eight Regional Offices.

416-965-1788

REVENUE, PERSONNEL SERVICES BR performs the **personnel** functions for the Ministry of Revenue. For a description of branch activities, see first entry under Personnel.

416-965-8120

POL GEN, OPP, MANPOWER ADMINISTRATION BR provides the Ontario Provincial Police with support service pertaining to qualitative and quantitative manpower needs. Administers: bilingual capabilities program, **personnel** files and personnel inventory system, civilian complement control.

416-965-6784

SOL GEN, PERSONNEL SERVICES BR performs the **personnel** functions for the ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA). The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. For description of branch activities, see first entry under Personnel.

416-965-6171

TE & IA, PERSONNEL ADMINISTRATION BR performs the **personnel** functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, the Ministry of Energy and Ontario Energy Board. For a description of branch activities, see first entry under Personnel.

416-248-3643

TR & COMM, PERSONNEL BR performs the **personnel** functions for the Ministry of Transportation & Communications. For a description of branch activities, see first entry under Personnel.

## PESTICIDES

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of **pesticides**, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of **pesticides**. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about **pesticides**. The Committee advises the Ministry on environmental research grants and evaluates results. Coordinates problem solving. Classifies all **pesticides** previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on **pesticides**. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section (965-2401).

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the Environment regarding the use of **pesticides**, in accordance with the Pesticides Act, 1973.



416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of **pesticides** to control pollution. Issues licences for use and sale of **pesticides** (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, **pesticides** use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, **pesticides** and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

## PETROLEUM

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: **Petroleum** & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and **petroleum**. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127). **Petroleum** Resources Act, Section 113 of the Mining Act. **Petroleum** Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

## PHARMACEUTICAL

Pharmaceutical, see Health Drugs & Therapeutics Br

## PHARMACISTS

416-965-6685

**HEALTH, DRUGS & THERAPEUTICS BR** is responsible for quality assurance, cost control & program management of Ontario's Drug Benefit & PARCOST (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit/PARCOST Comparative Drug Index, a prescribing guide for doctors & dispensing aid for **pharmacists**. Drugs listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, drugs in the Formulary are available free to Drug Benefit recipients. **Pharmacists** voluntarily participating in PARCOST agree to dispense drugs at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceuticals, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't. institutions.

416-965-7285

**HEALTH, HEALTH BOARDS SECRETARIAT** has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, **pharmacists** and nursing.

## PHOTOGRAPHY

Photography, see Ontario Arts Council

## PHYSICALLY HANDICAPPED

Physically Handicapped, see Handicapped, also Disabled.

## PHYSICIANS

416-965-8045

**HEALTH, CONSULTING SERVICES BR** Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty **physicians**, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts **physicians** to practise in rural and isolated communities.

416-965-7285

**HEALTH, HEALTH BOARDS SECRETARIAT** has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the

Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for **physicians**, dentists, optometrists, pharmacists and nursing.

416-965-5021

**HEALTH, MANPOWER PLANNING** Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (**physicians**, nursing & allied health professionals, etc.) and prepares policy studies for Ministry review. Advises Canada Employment & Immigration Commission on requests for immigration approvals for **physicians**. As of July 1, 1978, administers clinical education budgets for support of medical and allied health interns, residents and teachers in health science centres and hospitals funded by the Ministry. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

416-965-2181

**HEALTH, PROFESSIONAL SERVICES MONITORING** BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include **physicians**, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

## PHYSIOTHERAPY

416-965-2161

**HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM** provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, **physiotherapy**, occupational therapy, medical and social work, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

416-965-8045

**HEALTH, CONSULTING SERVICES** BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, **physiotherapy**, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and



the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

## PILLOWS

Pillows, see Upholstered and Stuffed Articles

## PITS

416-965-1193

ENV. POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating **pits** and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open **pits**, industrial quarries, sand, clay, shale, gravel **pits** and metallurgical operations. Periodically inspects these establishments: conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-1559

NAT RES. MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the **Pits & Quarries Control Act** (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

## PLANETARIUM

Planetarium, see Royal Ontario Museum.

## PLANNING

Planning, see Community Planning, Land Use Planning

## PLANNING AREAS

Planning Areas, see Housing Community Planning Advisory Br

## PLANS

Plans, see Maps, also Surveys

## PLANTS

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of fruit, vegetables and wine. It also aids growers of ornamental **plants**, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous **plants**, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

## PLAQUES

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving heritage buildings and in erecting commemorative **plaques** to subjects of province-wide importance. Gives grants to local heritage groups and to assist with erection of local **plaques**. Administers the Ontario Heritage Foundation grants program aiding historical publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical **plaques** which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

## PLAYWRIGHTS

Playwrights, see Ontario Arts Council

## PLOWING

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and **plowing** matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

## PLUMBING

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario **Plumbing** Code which is at present Reg. 647 of the Ontario Water Resources Act.

## POLAR BEAR EXPRESS

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the **Polar Bear Express** and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

## POLAR GAS PROJECT

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the **Polar Gas Project** to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

## POLICE

Police, see Sol Gen OPP Branch Name. See also Att Gen Criminal Injuries Compensation Board, Sol Gen Ontario Police Commission, Sol Gen Ontario Police Commission Technical Services, Sol Gen Ontario Police Arbitration Commission.

## POLICE BRAVERY

Police Bravery, see Ontario Medal

## POLICYHOLDERS

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises **policyholders** involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).



## POLITICAL CONTRIBUTIONS

416-965-0455

**COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES** administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits **political contributions** to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

416-965-8470

**REVENUE, ONTARIO TAX CREDIT SYSTEM** Information Centre provides multilingual information service and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and **political contributions** tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

## POLITICAL PARTIES

Political Parties, see Commission on Election Contributions & Expenses

## POLLUTION

Pollution, see also Waste.

416-965-5778

**ENV. AIR RESOURCES BR** sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air **pollution** index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and **pollution** problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

416-965-2531

**ENV. ENVIRONMENTAL APPEAL BOARD** provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise **pollution**, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-768-5614

**ENV. FARM POLLUTION ADVISORY COMMITTEE** is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment on farm

**pollution.** Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and **pollution** control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control **pollution**; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support and training in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-3237

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with **pollution** caused by emergency spills of contaminants.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on **pollution**. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with **pollution** by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the

collection of derelict motor vehicles. Deals with regulations and standards for **pollution** control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of **pollution** from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control **pollution**. Issues licences for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and **pollution** control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers grants programs for certain sewage and water works to regional or restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against **pollution** by industry and investigates related complaints. The Municipal & Private Abatement Section controls **pollution** by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 24-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project



proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air **pollution** data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that **pollution** abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, **pollution** control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing **pollution** control and energy conservation equipment. Contact corporation regional office.

416-965-7196

IND & TOUR, INDUSTRY BR. Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and **pollution** control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

**POP BOTTLES**

Pop Bottles, see Env Pollution Control Br Municipal & Private Section.

**POPULATION**

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: **population**, business, households, labour force, migration, consumer prices. For general social and economic statistics including **population**, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, **population** figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

**PORK**

Pork, see Ag & Food Farm Products Marketing Board, also Ag & Food Veterinary Serv Br Meat Inspection Section.

**POSTNATAL**

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and **postnatal** care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

**POULTRY**

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and **poultry** are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving

## 454 POUNDS

monitoring procedures to control disease of **poultry**; and the Fur Farms Act, requiring licences for fur farmers.

## POUNDS

416-965-5841

**AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES** Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog **pounds** and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

## POWER PLANTS

416-965-4188

**CCR, OPERATING ENGINEERS BR** promotes safety in the operation of **power plants** by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

## PREGNANCY LEAVE

Pregnance Leave, see Maternity Leave

## PREJUDICE

416-965-6763

**CULT & REC, RESOURCE CENTRE** and Library under the Administrative Services BR maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, **prejudice**, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6841

**ONTARIO HUMAN RIGHTS COMMISSION** administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of discrimination. Promotes public education to eliminate **prejudice** and provides publications on human rights. Undertakes resolution of community problems involving race and ethnic relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.



## PRENATAL

416-965-8176  
 HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to **prenatal** and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

416-965-5884  
 HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and **prenatal** care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

## PREPAID HOSPITAL ASSOCIATIONS

Prepaid Hospital Associations, see CCR Financial Institutions.

## PRESSURE VESSELS

416-965-4121  
 CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and **pressure vessels**. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

## PRINT PROCUREMENT

Print Procurement, see Govt Serv Printing Services Br.

## PRIVACY

Privacy, see Commission on Freedom of Information & Individual Privacy.

## PRIVATE ASSISTED RENTAL PROGRAM

Private Assisted Rental Program, see Housing Community Housing Division B.

## PRIVATE INVESTIGATORS

416-965-5814  
 DL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of **private investigators** and security guards. Licenses agency employees to act as **private investigators** and security guards.

## PRIVATE SCHOOLS

416-965-2624  
 EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for

employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of **private schools** (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-2223

EDUC. SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and schools (e.g. **private schools**, correctional and National Defence Schools), organizations of teachers, principals, trustees and school officials. Advises them on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

## PRIVATE VOCATIONAL SCHOOLS

416-965-616

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of **private vocational schools** (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

416-965-613

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section perform duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training) and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered **private vocational schools**. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

## PROBATION

Probation, see also Parole.

416-965-73

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Official activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of **probation** orders, collection of fines and restitution, holding b.

monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or juveniles committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, **probation** and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (A) works closely with all Courts of criminal jurisdiction in Ontario and the Ontario Board of Parole on **probation** requirements: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole, assisting probationers, providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local **probation** field office. See also Corr Serv Probation & Parole Adult Br (B).

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (B). The Community Work Order (C.W.O) Project assigns non-violent offenders to perform service to the community as a condition of a **probation** order. The Project does not eliminate opportunities for paid employment because tasks are those normally done by volunteers or in reparation to victims or damage done by offenders. Seven pilot projects across Ontario are being evaluated over a two-year period. To inquire about volunteer help on C.W.O., organizations with projects of tangible benefit to the community should write: Provincial Coordinator, Community Work Order Project, Min. of Correctional Services, 2001 Eglinton Ave. East, Scarborough, Ont. M1L 4P1. See also Corr Serv Probation & Parole Adult Br (A).

## PROJECT CANADA

Project Canada, see Educ Student Activities & Special Projects Br.

## PROJECT SCHOOL-TO-SCHOOL

Project School-to-School, see Educ Student Activities & Special Projects Br.

## PROJECTIONISTS

416-421-2462

COR. THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses **projectionists**. Approves motion picture advertising and classification.



## PROPANE

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and **propane** fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, **propane**) the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

## PROPERTY TAXATION

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on **property taxation** and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-168

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional office throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re **property taxation**, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-518

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for **property taxation**. The Assessment Standards Branch: develop maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (965-3905). Conducts related technical research (965-3305).

416-965-16

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real **property taxation** in Ontario; studies and proposes amendments

to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

## PROPRIETORSHIPS

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships, limited partnerships and **proprietorships**. Registers corporations that carry on business in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business ventures.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole **proprietorships**, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

## PROSECUTIONS

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises **prosecutions** of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail bonds for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special **prosecutions**. The branch deals with the judiciary, Crown attorneys, the police and the public.

## PROSPECTORS

416-965-2741

AT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land to meet ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to **prospectors**, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown

land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, **prospectors**, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

## PROSTHETICS

416-965-5141

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, **prosthetics**, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2371

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. **prosthetics**. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

## PROTOCOL

416-965-1211

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about **protocol** procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, dinners, receptions) where the



government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

## PROVINCE OF ONTARIO SAVINGS OFFICE

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in 21 branches throughout the province. The **Province of Ontario Savings Office** deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

## PROVINCIAL AUDITOR

416-965-1381

OFFICE OF THE PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act and other statutes of the province. The **Provincial Auditor** manages the audit of the Consolidated Revenue Fund as well as that of ministerial and quasi-judicial agencies.

## PROVINCIAL LOTTERY

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario and the **Provincial Lottery**. Proceeds from Wintario are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from **Provincial Lottery** sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (Wintario: 870-9170, **Provincial Lottery**: 870-9161). For Wintario grants information call 965-2390 or ministry field offices. For **Provincial Lottery** health research grants see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides grants for health related environmental projects from **Provincial Lottery** funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are

operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides bursaries for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the **Provincial Lottery** grants for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

416-965-5533

**LABOUR, STANDARDS & PROGRAMS BR** coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for **Provincial Lottery** Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

## PROVINCIAL-MUNICIPAL

Provincial-Municipal, see also Municipalities

416-965-3503

**TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR** coordinate provincial policy on transfer payments to local sector. Advises Cabinet on proposed change to existing **provincial-municipal** grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitor Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over \$450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiation with federal government.

416-965-698

**TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat** assesses and provides advice on **provincial-municipal** relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes **provincial-municipal** and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislative publications and provincial projects of interest to business, municipalities, etc.

## PROXY

416-963-0223  
 CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, **proxy** and **proxy** solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

## PSYCHIATRIC

Psychiatric, see also Mentally Incompetent

416-362-1331  
 ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in **psychiatric** hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-5081  
 HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario **psychiatric** hospitals and centres for the mentally retarded. Contact local psychiatric hospital.

416-965-6234  
 HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial **psychiatric** Hospitals. Contact local psychiatric hospital.

## PSYCHOLOGY

416-750-3366  
 CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, **psychology**, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-8045  
 HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for



individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, **psychology**, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

## PUBLIC ACCOUNTS

416-965-527

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. **Public Accounts**, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

## PUBLIC COMMERCIAL VEHICLE LICENCE

Public Commercial Vehicle Licence (PCV), see Tr & Comm Highway Carrier Licensing Section, also Tr & Comm Ont. Highway Transport Board.

## PUBLIC FINANCE

416-965-209

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informational literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of tax, property assessment, **public finance**, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

416-965-29

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, financial structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested in issues and retires Province of Ontario debt securities (debentures) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all board

commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in **public finance** to ensure sound strategy and to preserve Ontario's credit worthiness.

## PUBLIC HEALTH

**HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL** Services are the responsibility of the Veterinary **Public Health** Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test milk products. Approves acceptable milk containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

**HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION** Services provides consultants to municipalities to advise on local **public health** inspections for cleanliness in restaurants, food stores, residences, factories, etc. Contact local **Public Health** Unit serving municipality. See also other sections in Health Community Health Protection Br described separately.

**HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS** (Northern Ontario Public Health Services) provides direct **public health** services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides **public health** inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

**HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH** Engineering Inspection collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, clubs and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the **Public Health** Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VD** (venereal disease) clinics for diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local **Public Health** unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-423

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health**  
Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise **Public Health** Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-40

**HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES**  
Section controls communicable disease by collecting data and keeping local **Public Health** Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-44

**HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING** Consultants provide consultation to health agencies in all areas of **public health** nursing services. Provide information on job opportunities and licensing to practise **public health** nursing. See also other sections in Health Health Promotion Br described separately.

416-965-80

**HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR** advises the Minister and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in hospitals. Has coordinators for particular health care computer systems e.g. hospital systems, **public health**, medical insurance, dental benefit, etc.

## PUBLIC HOLIDAYS

Public Holidays, see Labour Employment Standards Br, also Sol Gen Retail Business Holidays Act.

## PUBLIC HOUSING

Public Housing, see Rent Geared to Income

## PUBLIC SERVICE APPEAL BOARDS

416-965-1

**CIV SERV, PUBLIC SERVICE APPEAL BOARDS.** The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Board



Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

### **PUBLIC SERVICE SUPERANNUATION**

Public Service Superannuation, see Govt Serv Employee Benefits Br, also Govt Serv Public Service Superannuation Board.

### **PUBLIC TENDERS OFFICE**

Public Tenders Office, see Govt Serv Supply Administration Br.

### **PUBLIC TRUSTEE**

**PUBLIC TRUSTEE** 416-362-1331  
**PUBLIC TRUSTEE** manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

### **PUBLIC VEHICLES**

Public Vehicles, see Tr & Comm Highway Carrier Licensing Section, also Tr & Comm Ont. Highway Transport Board.

### **PUBLICATIONS CENTRE**

**PUBLIC SERVICE PRINTING SERVICES BR** 416-965-2069  
**PUBLIC SERVICE PRINTING SERVICES BR** has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the **Publications Centre** (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to libraries through a province-wide library depository system.

**ONTARIO GOVERNMENT PUBLICATIONS** 416-965-6015  
**ONTARIO GOVERNMENT PUBLICATIONS** are warehoused, catalogued and distributed mainly through the **Publications Centre**, Ministry of Government Services, 5th floor, 880 Bay Toronto, M7A 1N8 (965-6015), or through the Ontario Government Bookstore at 880 Bay

St., Toronto (965-2054). Cheques or money orders should be made payable to the Treasurer of Ontario. Microfiche of certain government documents, bibliographic and reference services are also available (965-1415). For publications issued directly by a ministry, contact that ministry's regional office or its Information Services Branch in Queen's Park. The Publications Warehouse is located at 1220 Markham Road, Scarborough (Phone: 438-4520).

## PUBLISHING

416-965-648

**CULT & REC, CULTURAL INDUSTRIES BR** is involved with the film industry, recording industry, book **publishing** and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-16

**CULT & REC, ONTARIO ARTS COUNCIL**, created to promote the study, enjoyment and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, **publishing** houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

## PURCHASING SERVICE

Purchasing Service, see also Administrative Services for individual ministry listings.

416-965-6

**GOVT SERV, SUPPLY ADMINISTRATION BR** provides a government-wide **purchasing service**. Three commodity sections: Furniture & Furnishings (965-1247), Office Products (965-4751), Special Products (965-3084) administer a collective purchasing program for commonly used commodities; purchase equipment for new Ontario government facilities; purchase goods and services for operational requirements of the Ministry. Central purchasing authority for furniture and furnishing needs of all ministries and agencies rests with the Furniture & Furnishings Section. Supplier Development Section (965-6937) supports buyers by developing supplier lists, maintaining a vendors catalogue library, identifying and evaluating new suppliers. Operates the Public Tenders Office (965-1152) to receive tenders and government supply contracts. Assets Disposal Section (259-7809) receives, warehouses and arranges for re-use or disposal of surplus furniture, equipment, materials.

## PYRAMIDIC SCHEMES

416-965-4

**CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL**. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising.

selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, **pyramidic schemes** promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), **pyramidic Sales (pyramidic schemes)**, Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for **pyramidic schemes** under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

## QUARRIES

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops noise criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and **quarries** in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

MIN, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial **quarries**, sand, gravel, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before



construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-1559

**NAT RES, MINERAL RESOURCES BR** develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the **Pits & Quarries Control Act** (965-3127). **Petroleum Resources Act**, Section 113 of the Mining Act. **Petroleum Resources Section** (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

## **QUARTER CENTURY CLUB**

416-965-576

**CIV SERV, ADMIN SERVICES BR, STAFF SERVICES** Section administers the **Quarter Century Club** for government employees with 25 or more years of service, including superannuates. The Club organizes ten yearly banquets across Ontario and arranges other Civil Service activities in Toronto when requested.

## **QUEBEC**

Quebec, see Ontario-Quebec Permanent Commission

## **QUEEN'S PROCTOR**

416-965-411

**ATT GEN, CROWN LAW OFFICE, CIVIL Law** provides the Ontario Government with civil litigation in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals. Examines applications for judicial review to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this ministry. Acts for the **Queen's Proctor** in divorce matters. The Constitutional Law Branch of this office handles cases involving constitutional questions.

## **RABIES**

416-965-58

**AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES** Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by **rabies**. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, day pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-965-4236  
**HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health**  
 Consultants help to control disease common to man and animals (zoonoses) such as **rabies**, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and **rabies** information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094  
**HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES**  
 Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with **rabies** vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

## RACE TRACKS

416-963-0520  
**CCR, ONTARIO RACING COMMISSION (ORC)** promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at **race tracks** or the head office of the Ontario Racing Commission.

416-965-5772  
**REVENUE, RETAIL SALES TAX BR** administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning exemptions and other aspects of the retail sales tax as well as carrying out periodic audits. Tax under the **Race Tracks Tax Act** is also collected by the branch. In Metro Toronto, call 487-7161.

## RADAR WARNING DEVICE

416-965-3440  
**SOL GEN, RADAR WARNING DEVICES.** An amendment to the Highway Traffic Act passed and effective Dec. 16, 1977, prohibits a person from driving a motor vehicle equipped with a **radar warning device**. The new legislation empowers a police officer to search any vehicle reasonably suspected of carrying a **radar warning device** and to seize any such device. Those convicted may be fined, and the device forfeited to the Crown. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St. Toronto (965-2054).

## RADIO

Radio, see Telecommunications.

## RADIOACTIVE

**LABOUR, SPECIAL STUDIES & SERVICES BR.** Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of

occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, **radioactive** materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes **radioactive** materials. Develops monitoring techniques and equipment for identification of **radioactive** sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

## **RAFFLES**

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, **raffles** and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

## **RAILROAD MUSEUM**

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a **railroad museum**, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

## **RAILWAY**

Railway, see also Railroad Museum

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, **railway** services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the **Railway** Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.



416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages GO Transit, a commuter **railway** service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

## REAL ESTATE

Real Estate, see also Real Property

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, **Real Estate** and Business Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: **real estate** and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramdic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramdic Sales (pyramdic schemes), **Real Estate** & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of **real estate** and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of **real estate** for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner Employee Relocation Plan (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodation.

## REAL PROPERTY

Real Property, see also Real Estate

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on **real property** valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for **real property** (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-168

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional office throughout Ontario, implements the **real property** market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-518

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of **real property** in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develop

maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (965-3905). Conducts related technical research (965-3305).

416-965-1160

**REVENUE, CORPORATIONS TAX BR** administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of **real property**, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

## RECLAMATION

Reclamation, see Recycling

## RECORDING INDUSTRY

Recording Industry, see Cult & Rec Cultural Industries Br

## RECORDING OFFICE

416-965-5741

**GOVT SERV, PROTOCOL SERVICES Recording Office** prepares, records and microfilms Ontario official documents, e.g. land patents. Certifies notarized documents and affidavits that are sent abroad by the public for various purposes. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

## RECORDS CENTRE

416-965-1051

**GOVT SERV, SPECIAL SERVICES BR** provides Ontario Government ministries with these operational support services: Collection Service for debts owing to the government (965-5195); Mail Delivery and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a **Records Centre** which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for government vehicles and a trucking service on a charge-back basis (252-3348).

## RECORDS MANAGEMENT

Records Management, see also Administrative Services for records management in individual ministries.

416-965-4030

**CULT & REC, ARCHIVES OF ONTARIO** acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other



research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient **records management**, forms control, microrecording, correspondence, reports. Coordinates **Records Management** training courses (965-2187).

## RECREATION

Recreation, see also Parks.

416-750-3366

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of **recreation** activities to people in the care of the ministry. Programs are designed to bring inmates into contact with the public in controlled settings both in the institution and the community. In many institutions, **recreation** facilities such as gymnasiums and playing fields are used by the community under certain conditions. Inmates assist in community programs as officials and in other volunteer roles.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the local level. By providing consultative services to community groups this Branch aids in the development of **recreation** and cultural activities locally. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-0322

CULT & REC, ONTARIO SPORTS TRAINING CENTRE Technical Unit for Recreation Facilities acts as a province-wide information centre in the areas of planning, design, construction and operation of sports, fitness and physical **recreation** facilities. The Unit performs a counselling service, information dissemination, organization and presentation of conferences, workshops and seminars, help in research problems and provides a reading room. Publications are available at the Ontario Government Bookstore. Among the 725 clients the Unit has counselled to date are club and community groups, government professionals, municipal recreation departments, design professionals and facility planners.

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services BR maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, **recreation**, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-2623

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and **recreation**. Leadership Section (965-7505) has consultants of **recreation** to advise those who provide professional preparation at colleges and universities to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new

professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering **recreation** service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2390

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, **recreation**, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-9724

**HOUSING, OHC, COMMUNITY RELATIONS SECTION** of the Operational Planning Branch acts as a resource to community relations workers in the field to assist with social problems as well as **recreation** for families and senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

416-965-5711

**IND & TOUR, INDUSTRY SECTOR POLICY BR** develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & **Recreation Planning Study**.

416-965-7711

**IND & TOUR, ONTARIO PLACE CORPORATION** operates a 96 acre cultural, entertainment and **recreation** complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

705-743-9311

**NAT RES, CAN-ONT RIDEAU-TRENT-SEVERN SECRETARIAT** coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement signed in February, 1975 by the federal Minister of Indian and Northern Affairs and the provincial

Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational land corridor and waterway between Ottawa and Georgian Bay. Objectives include a pollution-free environment, adequate public **recreation** areas and adequate commercial and private development.

416-965-6283

**NAT RES, CONSERVATION AUTHORITIES BR** encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and **recreation** land management programs (reforestation and woodlot management, wildlife management, outdoor **recreation** information and education).

## RECREATION CENTRES

416-965-5399

**CULT & REC, CAPITAL SUPPORT UNIT** coordinates all capital support programs of the ministry. These include capital grants for community **recreation centres** (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

## RECREATION RESEARCH

Recreation Research, see **Cult & Rec Special Services Br**, also **Cult & Rec Ontario Sports Training Centre**

## RECRUITMENT

416-965-4162

**CIV SERV, FRENCH LANGUAGE SERVICES GROUP** offers French language training courses to provincial and municipal employees. Assists ministries in **recruitment** of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges.

**CIV SERV, RECRUITMENT BR (A)**. Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in **recruitment** of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of handicapped persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also **Civ Serv Recruitment Br (B)**.



416-965-1483

CIV SERV, RECRUITMENT BR (B) develops and administers policies, standards and procedures to control the **recruitment** activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external **recruitment**. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and **recruitment** services for non-delegated classes, e.g. personnel administrators. See also Civ Serv Recruitment Br (A).

416-965-5435

CIV SERV, SENIOR APPOINTMENTS AND COMPENSATION OFFICE provides staff support services for the Senior Appointments Advisory Committee and Senior Manpower Planning Subcommittees, and implements all aspects of **recruitment**, appointments, compensation and career development for the Ontario Public Service senior executives and program directors.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas **recruitment** assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-4468

SOL GEN, OPP, CAREER MANAGEMENT BR handles **recruitment** and retains competent uniformed staff for employment in the Ontario Provincial Police. Administers uniformed force management and staff development programs, force promotional process and performance review programs.

## RECYCLING

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and **recycling**, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

## REFORESTATION

416-965-6283

**NAT RES, CONSERVATION AUTHORITIES BR** encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation land management programs (**reforestation** and woodlot management, wildlife management, outdoor recreation information and education).

416-965-2785

**NAT RES, FOREST RESOURCES BR** grows seedlings in provincial nurseries for the public and Crown **reforestation**. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

## REFRIGERATION

416-965-4188

**CCR, OPERATING ENGINEERS BR** promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, **refrigeration**, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

## REFUSE

Refuse, see Waste

## REGIONAL DETENTION CENTRES

Regional Detention Centres, see Correctional Institutions

## REGIONAL GOVERNMENT

Regional Government, see TE & IA Local Government Organization Br, also Municipalities.

## REGISTRATION

Registration, see subject being registered, e.g. Partnerships, Securities, Real Property, Itinerant Sellers.

## REGULATIONS

Regulations, see Att Gen Legislative Counsel Services

## REHABILITATION

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for **rehabilitation**, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, **rehabilitation** and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational **Rehabilitation** Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry **rehabilitation** programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for corrections research.

416-750-3475

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteer workers who are involved in **rehabilitation** programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, and with probationers and parolees. There are opportunities for volunteer participation in most areas of the province.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system.



Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, **Rehabilitation** and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

416-423-4240

**HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION** conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). **Rehabilitation** services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

416-965-9337

**HEALTH, ONTARIO DRUG BENEFIT**, administered by the Drugs & Therapeutics Br., provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational **rehabilitation** assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

416-965-8500

**WORKMEN'S COMPENSATION BOARD (WCB)** administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), **rehabilitation** services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and **Rehabilitation** Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## REMOTE SENSING

416-965-4531

**NAT RES. SURVEYS & MAPPING BR (B)** provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison

on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for **Remote Sensing** (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides **remote sensing** information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to **remote sensing**, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are available to the public. Contact regional or district offices.

## RENT REVIEW

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises **Rent Review** Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. **Rent Review** Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact **Rent Review** Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-964-3556

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an appeal tribunal which hears landlord and tenant appeals on decisions of the Ontario **Rent Review** Program.

## RENT SUPPLEMENT PROGRAM

Rent Supplement Program, see Housing Community Housing Division B.

## RENT-GEARED-TO-INCOME

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some **rent-geared-to-income** units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-965

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlord offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays **rent-geared-to-income**. OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlord designs, constructs, owns and operates the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays **rent-geared-to-income**. Applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing Community Housing Division (A) for information on other programs.

416-965-973

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 5 Housing Authorities and 7 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) **rent-geared-to-income** program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Tenant applications and complaints are made to the local housing manager. See also Housing Operations Branch (Metro), Tel. 965-9434.

416-965-943

HOUSING, OHC, HOUSING OPERATIONS BR (METRO) provides direction to Metro Toronto district offices in all matters relating to Ontario Housing Corporation's (OHC's) **rent-geared-to-income** program. Tenant applications are made to Housing Registry (965-9915). Complaints should first be directed to on-site project manager. Tenant Inquiry Board (789-7901) operates a 24 hour maintenance service for after-hour maintenance problems.

416-965-909

HOUSING, OHC, MAINTENANCE ENGINEERING Br is responsible for the design and construction for modernization and improvement, and to advise on maintenance matters for Ontario Housing Corporation (OHC) **rent-geared-to-income** buildings.

416-965-986

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for **rent-geared-to-income** housing within Metropolitan Toronto. Tenant applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. **Rent-geared-to-income** program provides accommodation for families but will consider senior citizens and persons with permanent physical disability. Housing is offered to families in greatest need when vacancies occur.

## REPORT OF PROVINCIAL PARLIAMENT

Report of Provincial Parliament, see Hansard.

## RESEARCH

Research, see topic of research, e.g. Agricultural Research.

## RESORTS

Resorts, see Tourism



## RESOURCE RECOVERY

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for **resource recovery** and recycling, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of **resource recovery** facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects. 416-636-8015

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of waste in Ontario including means of reducing the quantity produced, of assisting in the development of **resource recovery** from the waste stream, and of improving the aesthetic quality of the physical environment. 416-965-3007

## RESPIRATORY DISEASES

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for tuberculosis and other **respiratory diseases** and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems. 416-965-2301

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of **respiratory diseases** from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials. 416-965-3211

## RETAIL BUSINESS

Retail Business, see Sol Gen Retail Business Holidays Act.

## RETAIL SALES TAX

REVENUE, RETAIL SALES TAX BR administers the collection of **Retail Sales Tax** by Ontario vendors. This tax is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning exemptions and 416-965-5772

other aspects of the **retail sales tax** as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

## **RETARDED**

Retarded, see also Emotionally Disturbed.

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the **retarded**) May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts. Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-8455

COMM SOC, MENTAL RETARDATION COMMUNITY RESOURCES BR provides funding and program support for community-based programs in accommodation support and demonstration projects for the mentally **retarded**. Also supports prevention and community awareness programs through public education. These services are administered by local organizations, particularly local associations for the mentally **retarded**. Contact local Mental Retardation Coordinator in district office.

416-965-5130

COMM SOC, MENTAL RETARDATION COMMUNITY SERVICES DEVELOPMENT Br is responsible for two programs. Adult Protective Services coordinates and monitors on an individual basis, social support services to enable mentally **retarded** adults to become self-sufficient in the community setting. Mental Retardation Coordination provides a coordinator in each district to serve as a link between the district working group and the government. Contact district office.

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally **retarded** and multiple handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-6237

COMM SOC, MENTAL RETARDATION RESIDENTIAL & CONSULTING SERVICES BR provides a full range of programs and services for the mentally **retarded** in Community-/Board operated facilities under the Developmental Services Act, 1974. Provides diagnostic and assessment services for the mentally **retarded** in Community-/Board operated Diagnostic and Assessment Centres. Provides administrative, professional and service-oriented consulting services to mental retardation facilities operated by the Ministry.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the **retarded**, developmentally handicapped and emotionally

disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students: provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-5081

**HEALTH, HOMES FOR SPECIAL CARE PROGRAM**, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and centres for the mentally **retarded**. Contact local psychiatric hospital.

## RETIREMENT

416-965-7695

**COMM SOC, SENIOR CITIZENS BR** and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in **retirement** planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

416-226-2700

**EDUC, TEACHERS SUPERANNUATION COMMISSION** provides pensions for teachers upon **retirement** or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased teachers.

416-598-0413

**ROYAL COMMISSION ON THE STATUS OF PENSIONS** was established in April, 1977 to study private sector pensions and **retirement** arrangements and to examine the Canada Pension Plan and public employee pension plans. Write to the Commission at 180 Dundas St. W., 22nd Floor, Toronto M5G 1Z8.

## RETRAINING

416-965-4211

**COLL UNIV, INDUSTRIAL TRAINING BR** is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and **retraining** men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding



gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

## REVENUE

Revenue, Ministry of, see REVENUE Branch Name

## REVENUE ADMINISTRATIVE & FINANCIAL SERVICES BR

416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under Administrative Services. Finance Section (965-1706) performs the financial management and accounting functions. For a description of activities see first entry under Accounting.

## REVENUE ASSESSMENT FIELD OPERATIONS BR

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

## REVENUE ASSESSMENT STANDARDS BR

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (965-3905). Conducts related technical research (965-3305).

## REVENUE AUDIT SERVICES BRANCH

416-965-5275

REVENUE, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function, see the first entry under Audit.

## REVENUE COMMUNICATIONS GROUP

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of tax, property assessment, public finance, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

**REVENUE CORPORATIONS TAX BR**

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

**REVENUE GASOLINE TAX BR**

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

**REVENUE GUARANTEED ANNUAL INCOME SYSTEM**

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual information service on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

**REVENUE LEGAL SERVICES BR**

416-965-1264

REVENUE, LEGAL SERVICES BR provides legal services for the Ministry of Revenue. For a description of branch activities, see first entry under Legal Services.

**REVENUE MANAGEMENT SYSTEMS BR**

416-965-5891

REVENUE, MANAGEMENT SYSTEMS BR is responsible for planning and coordinating the systems, procedures and management consulting services to the Ministry. Provides skilled personnel for project teams with other branches and access to facilities which meet the needs of the user branch. Ensures adherence to appropriate technical standards including proper documentation, security arrangements for ministry systems and computer programs.

**REVENUE ONTARIO TAX CREDIT SYSTEM**

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121.

Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

**REVENUE OSHAWA RELOCATION UNIT**

416-965-8169

REVENUE, OSHAWA RELOCATION UNIT is responsible for planning, coordinating and implementing the future relocation of the Ministry's head office functions to Oshawa.

**REVENUE PERSONNEL SERVICES BR**

416-965-1788

REVENUE, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Revenue. For a description of branch activities, see first entry under Personnel.

**REVENUE PROV OF ONTARIO SAVINGS OFFICE**

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in 21 branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

**REVENUE RETAIL SALES TAX BR**

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning exemptions and other aspects of the retail sales tax as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

**REVENUE REVENUE RESEARCH BR**

416-965-2923

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

**REVENUE SHARING COMMITMENT**

Revenue Sharing Commitment, see TE & IA Intergovernmental Finance & Grants Policy Br

**REVENUE SPECIAL INVESTIGATIONS BR**

416-965-7767

REVENUE, SPECIAL INVESTIGATIONS BR investigates cases of deliberate tax evasion and prosecutes such cases as warranted.

**REVENUE SUCCESSION DUTY BR**

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).



## REVIEW BOARDS

Review Boards (health), see Health Health Boards Secretariat

## RIDEAU CANAL

Rideau Canal, see Nat Res Can-Ont Rideau-Trent-Severn Secretariat

## RIDING

Riding, see Electoral District.

## RIGHTS-OF-WAY

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, zone striping, erection and maintenance of highway signs, and electrical devices on highway **rights-of-way**. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway **rights-of-way**. Permit issuance is done by regional or district office. See Tr & Comm Operations, Regional Operations. Manages fleet of vehicles and equipment for the Ministry, and guides and trains garage personnel on fleet maintenance and management.

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their roads maintenance and construction programs. Controls highways **rights-of-way** by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

## RIVER BASINS

River Basins, see Basins

## RIVERS

Rivers, see Lakes

## ROAD CLOSING

Road Closing applications, see Housing Operations & Development Control Br.

## ROADS

Roads, see Highways

## ROCK

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures

on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, **rock** and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

## **ROYAL BOTANICAL GARDENS**

416-527-1158

**CULT & REC, ROYAL BOTANICAL GARDENS (RBG)** in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

## **ROYAL CANADIAN LEGION**

416-965-4891

**COMM SOC, SOLDIERS AID COMMISSION** provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or **Royal Canadian Legion**.

## **ROYAL COMMISSION ON ELECTRIC POWER PLANNING**

416-965-2111

**ROYAL COMMISSION ON ELECTRIC POWER PLANNING** was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. Will report on its conclusions relating to nuclear power by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a Library and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

## **ROYAL COMMISSION ON HEALTH RECORDS**

416-965-4003

**ROYAL COMMISSION ON CONFIDENTIALITY OF HEALTH RECORDS** in Ontario was established in December, 1977 to review health and related legislation and regulations, and administrative processes under such legislation, to determine whether proper protection is given to the rights of persons who have received or who may receive health services, and to preserve the confidentiality of information collected under such legislation. Write to the Commission at 180 Dundas St. W., 22nd Floor, Toronto M5G 1Z8.

## ROYAL COMMISSION ON THE NORTHERN ENVIRONMENT

416-965-9569

ROYAL COMMISSION ON THE NORTHERN ENVIRONMENT was established in July, 1977 to determine the effects of major enterprises north of the 50th parallel on the natural environment and social, economic and cultural conditions in Northern Ontario; to investigate the feasibility of alternative uses of natural resources; to suggest ways and means of assessing and deciding on environmental aspects of major enterprises. Write to the Commission at 55 Bloor St. W., Rm. 801, Toronto M4W 1A5.

## ROYAL COMMISSION ON THE STATUS OF PENSIONS

416-598-0413

ROYAL COMMISSION ON THE STATUS OF PENSIONS was established in April, 1977 to study private sector pensions and retirement arrangements and to examine the Canada Pension Plan and public employee pension plans. Write to the Commission at 180 Dundas St. W., 22nd Floor, Toronto M5G 1Z8.

## ROYAL ONTARIO MUSEUM

Royal Ontario Museum, see also Cult & Rec Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

## RURAL & NATIVE HOUSING PROGRAM

Rural & Native Housing Program, see Housing Community Housing Division A.

## SAFETY

Safety, see also CCR Building Code Br.

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling **safety** hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-4188

CCR, OPERATING ENGINEERS BR promotes **safety** in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.



416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other **safety** measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures **safety** in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray **safety** by registering owners of equipment designed to produce X-Rays used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of the regulation apply only to the healing arts.

416-965-2448

LABOUR, ADVISORY COUNCIL ON OCCUPATIONAL HEALTH & OCCUPATIONAL SAFETY advises the Minister of Labour on matters involving occupational health and occupational **safety**. Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field.

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and **safety** of employees in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. **Safety** publications are available. Contact Queen's Park or District Offices.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and **safety** of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and **safety** programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings

and alterations to existing ones to check occupational health and **safety** hazards. Contact Queen's Park or District Offices.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, **safety**, collective bargaining, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and **safety** hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational **safety** and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & **safety** hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and **safety** (outside Metro call length 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

416-592-5111

ONTARIO HYDRO supplies electrical energy to the people of Ontario indirectly through 52 associated municipal utilities, and directly to more than 790,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical **Safety** Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on

service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Minister of Energy.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public **safety** programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers **safety** and crime prevention programs and complaints system. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and vehicles. Manages the vehicle equipment approval program and investigates accidents in which condition of vehicles may have been contributory factor. Develops and modifies procedures for **safety** standards enforcement. Prepares drafts for proposed legislation and regulations.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing **safety** in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school **safety** materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: stability of vehicles, braking and handling including effects of mechanical and structural condition as related to operational performance and **safety**, impact of new vehicle standards and provincial highway regulation on **safety**, driver characteristics and commercial vehicles accidents data and statistics.



416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves **safety** and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the **safety** education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

## SAFETY STANDARD CERTIFICATES

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor vehicles including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor vehicles, auditing of school bus inspections, **safety standard certificates**, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

## SAINTE MARIE AMONG THE HURONS

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains historic sites at Midland, **Sainte Marie among the Hurons** and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving.

The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the eras. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

**SALARY**

Salary, see Wages

**SALES TAX**

Sales Tax, see Retail Sales Tax.

**SALESMEN**

Salesmen, see Itinerant Sellers. See also product sold, e.g., real estate, insurance, securities.

**SALMONELLOSIS**

Salmonellosis, see Health Community Health Protection Br Veterinary.

**SALTFLEET**

Saltfleet, see Housing Project Planning Br, Housing Project Evaluation Br

**SAND**

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, **sand**, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-2741

NAT RES. LANDS ADMINISTRATION BR. Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of **sand** and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

**SCHOLARSHIPS**

416-965-5241

COLL UNIV. STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student

Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or **scholarships** for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and **scholarships** (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

## SCHOOL ATTENDANCE COUNSELLOR

School Attendance Counsellor, see Educ Supervision & Legislation Br Supervision.

## SCHOOL BOARDS

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides data processing services to the ministry and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for **school boards**, and statistical and administrative systems for the ministry.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between **school boards** and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local **school boards** and approved by regional offices (965-2450). Arranges exchanges for teachers and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development



activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-5606

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies on education and ensure that these policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist **school boards** to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. Administer programs and policies delegated to regional directors. There are six Regional Offices in Ontario.

416-965-9665

EDUC, RESEARCH & EVALUATION BR disseminates education research results to **school boards** and to the public. May provide grants for education research proposed by qualified researchers in Ontario educational organizations (965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-5624

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of financial documents of **school boards**. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. **School boards** may use resources of schools re: assessment programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to **school boards** for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to **school boards**, municipalities, teachers and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

416-922-7679

EDUCATION RELATIONS COMMISSION (ERC) was established in 1975 to administer negotiation procedures for teachers and **school boards**. Assists in negotiations, supervises

teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

416-965-0204

**LABOUR, ONTARIO LABOUR RELATIONS BOARD** administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the **School Boards** and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

### SCHOOL BUS

School Bus, see Tr & Comm Drivers & Vehicle Regional Operations

### SCHOOL TWINNING

416-965-5620

**EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR** encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), **School Twinning** Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

### SCHOOLS

416-965-6161

**COLL UNIV, COLLEGE AFFAIRS BR** is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional **Schools** For Nursing Assistants (965-4051).

416-965-2190

**EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS** ensures the continuing development of education for French speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language **schools**.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to **schools**. Implements metrication in primary and secondary **schools**. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of **schools**. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, **schools**, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-5624

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of financial documents of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary **schools**. Conducts research in energy conservation in **schools**.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in **schools** for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of **schools** re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-



School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to **schools**. The branch prepares guidance documents and Ontario Student Record material.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and **schools** (e.g. private schools, correctional and National Defence Schools), organizations of teachers, principals, trustees and school officials. Advises them on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial **Schools** Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for **schools** and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

## SCHOOLS OF ANATOMY

Schools of Anatomy, see Sol Gen Chief Coroner's Office

## SCREENWRITERS

Screenwriters, see Ontario Arts Council

## SCROLLS

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to

acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

## SEARCH AND RESCUE

705-942-1800

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, **search and rescue** missions and transportation. Organizes fire control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

## SEAT BELT

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and **seat belt** posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of **seat belt** legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

## SECRETARIAT FOR JUSTICE

416-965-2830

SECRETARIAT FOR JUSTICE provides analytical research support to assist the Cabinet Committee for the Justice Policy Field in coordinating and developing policy. The Justice Committee of Cabinet comprises the Attorney General, the Minister of Consumer & Commercial Relations, the Minister of Correctional Services and the Solicitor General. The Chairman is the Provincial Secretary for Justice.

## SECRETARIAT FOR RESOURCES DEVELOPMENT

416-965-3845

SECRETARIAT FOR RESOURCES DEVELOPMENT provides analytical research support to assist the Cabinet Committee for the Resources Development policy field in coordinating and developing policy. The Resources Committee of Cabinet comprises the Minister of Agriculture & Food, Minister of Energy, Minister of the Environment, Minister of Housing, Minister of Industry & Tourism, Minister of Labour, Minister of Natural Resources, Minister of Northern Affairs and Minister of Transportation & Communications. The Provincial Secretary for Resources Development is responsible for science policy in addition to coordinating the implementation of further development of land use policies.

## SECRETARIAT FOR SOCIAL DEVELOPMENT

416-965-5190

SECRETARIAT FOR SOCIAL DEVELOPMENT provides analytical and research support to assist the Provincial Secretary for Social Development and the Cabinet Committee on Social Development in the coordination and development of policy. The Social Development Committee of Cabinet comprises the Minister of Colleges & Universities, Minister of Community and Social Services, Minister of Culture & Recreation, Minister of Education and Minister of Health.

## SECURITIES

Securities, see also Debentures

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation **securities** such as mortgages, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of **securities** as well as applications for transfer or release of **securities** from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of **securities** (963-0242). Handles registration of **securities** dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-965-2914

E & IA, FINANCE MANAGEMENT BR provides management and direction to the province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt **securities** (debentures) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy



recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

416-965-6691

TE & IA, **SECURITIES BR** acts as registrar and transfer agent of the Provincial public debt issues, both domestic and foreign. Is responsible for the prompt payment of interest on public debt; supplies investors with information on transfer requirements; arranges for complete service of debentures from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping **securities** deposited with the Province by the public in accordance with the regulations of provincial legislation.

## SECURITY AGREEMENT

Security Agreement, see CCR Personal Property Registration Br.

## SECURITY GUARDS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and **security guards**. Licenses agency employees to act as private investigators or **security guards**.

416-965-8111

SOL GEN, OPP, SECURITY BR provides police security for top government officials and for important visitors to Ontario. Provides a uniformed **security guards** service which performs physical security duties and maintains public order in Ontario Government buildings. Contact Queen's Park Main Office Operations, 965-2549. Provides protection from subversive elements in maintenance of public order. Has expertise on all aspects of physical security.

## SELECT COMMITTEES

Select and Standing Committees, see Legislative Assembly Clerk's Office

## SENIOR CITIZENS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for **senior citizens**. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for **senior citizens**) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, **Senior Citizens** Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, **senior citizens** and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. **Senior citizens** 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for **senior citizens**. See also other sections in Health Health Promotion r described separately.

416-965-8177

**HEALTH, HEALTH PROMOTION BR THE ELDERLY.** Consultant for the elderly advises health agencies on preventive health care for the older adult or **senior citizens** in the community. See also other sections in Health Health Promotion Br described separately.

416-965-9337

**HEALTH, ONTARIO DRUG BENEFIT**, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to **senior citizens** (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

416-965-9652

**HOUSING, COMMUNITY HOUSING DIVISION (A).** The division is involved with the delivery of assisted rental housing for families and **senior citizens** through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-9652

**HOUSING, COMMUNITY HOUSING DIVISION (B).** The division is involved with the delivery of assisted rental housing for families and **senior citizens** through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlord offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlord designs, constructs, owns and operates the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9724

**HOUSING, OHC, COMMUNITY RELATIONS SECTION** of the Operational Planning Branch acts as a resource to community relations workers in the field to assist with social



problems as well as recreation for families and **senior citizens** in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

416-965-9868

**HOUSING, OHC TENANT PLACEMENT** accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Tenant applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider **senior citizens** and persons with permanent physical disability. Housing is offered to families in greatest need when vacancies occur.

416-965-7711

**IND & TOUR, ONTARIO PLACE CORPORATION** operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario **senior citizens**. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-2324

**ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS** consists of eighteen appointed members (by Order in Council) who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of **senior citizens**. General meetings of all council members are held monthly. The Council reports to the Provincial Secretary for Social Development. The Council produces a quarterly newsletter: 'Especially for Seniors', which is sent to Ontario **senior citizens** who receive a government pension.

416-965-8470

**REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A)** Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual information service on the GAINS-A program for **senior citizens** can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

**TE & IA, SUBSIDIES BR** administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570) or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-

3500), & through municipalities interest-free tax credits to elderly (**senior citizens**) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## SENIOR VOLUNTEERS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and **senior volunteers**. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

## SEPTIC TANKS

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to **septic tanks**, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of **septic tanks**, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

## SERVICE CENTRES

Service Centres in highways, see Tr & Comm Supply & Services Br

## SEVERANCE

Severance, see Land Severance

## SEVERN CANAL

Severn Canal, see Nat Res Can-Ont Rideau-Trent-Severn Secretariat

**SEWAGE**

Sewage, see also Waste

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private **sewage** disposal, and of the Ministry of the Environment in the areas of water and **sewage**, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (municipalities wishing to establish or extend their **sewage** works into another municipality or territory) and the EPA (approval to establish or extend waste disposal sites), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control pollution; coordinates and conducts applied research in the areas of water supply, and **sewage** and wastewater treatment, and provides technical support and training in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private **sewage**, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for **sewage** and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, **sewage** sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, **sewage** and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and **sewage** service areas. Administers grants programs for certain **sewage** and water works to regional or



## 512 SHARED COST

restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and **sewage** works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

## SHARED COST

Shared Cost, see Federal-Provincial, also Provincial-Municipal

## SHELTERED WORKSHOPS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved **sheltered workshops**. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

## SHERIFFS

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to **sheriffs**, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

## SHORELINE MANAGEMENT

Shoreline Management, see Nat Res Engineering Services Br.

## SIGNS

Signs (Advertising) by Highways, see TR & COMM Operations Regional Operations

## SILVICULTURE

416-965-2785

**NAT RES, FOREST RESOURCES BR** grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to **silviculture**. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

## SIMCOE

416-965-2673

**CULT & REC, SIMCOE MEMORIAL FOUNDATION** is responsible for the upkeep of Wolford Chapel in Devon, England where Ontario's first Lieutenant Governor, John Graves **Simcoe** and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

## SKI

416-965-4111

**CCR, ELEVATING DEVICES BR** inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and **ski** lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

416-965-5764

**IND & TOUR, TOURISM MARKETING BR** promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date **ski** and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

## SLAUGHTERING PLANTS

416-965-5841

**AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION** issues licences to and inspects **slaughtering plants** except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

## SMALL BUSINESS

Small Business, see Business

## SMALL CLAIMS

416-965-2816

**ATT GEN, COURTS ADMINISTRATION PROGRAM** manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, **Small Claims**, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-5591

**ATT GEN, REFEREE of the SMALL CLAIMS COURTS** of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The **Small Claims Court Referee's** mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as **Small Claims Referee** in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

**ATT. GEN, SMALL CLAIMS COURTS**, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed \$1000. There are 129 **small claims** courts in Ontario; for location or phone numbers call Courts Administration Program, 965-7945 or consult government listing in local telephone directory.

## SMOKING

416-965-4334

**HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION** Consultants provide information on programs in accident prevention, **smoking** and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

## SNAKE

416-965-4236

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY** Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and **snake** antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

**HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES** Section controls communicable disease by collecting data and keeping local Public Health



Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and **snake** antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & **snake** identification.

## SNOWMOBILE TRAILS

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, **snowmobile trails**, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

## SNOWMOBILES

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and **snowmobiles**. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. **snowmobiles**). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

**SOCIAL ASSISTANCE**

Social Assistance, see Comm Soc Provincial Benefits Br and Comm Soc Social Assistance Review Board.

**SOCIAL WORK**

416-750-3366

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, **social work** and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-2161

HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, occupational therapy, medical and **social work**, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and **social work**. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

**SOFT DRINK CONTAINERS**

Soft Drink Containers, see Env Pollution Control Br Municipal & Private Section

**SOILS**

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, **soils**, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well

as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-824-4120

**AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY** in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, **soils**, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1081

**AG & FOOD, SOILS AND CROPS BR** provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-248-3987

**TR & COMM, ENGINEERING MATERIALS OFFICE**, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to **soils**, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

## **SOL GEN ADMINISTRATIVE SERVICES BR**

416-965-7115

**SOL GEN, ADMINISTRATIVE SERVICES BR** provides the ministry with administrative services. For a description of functions, see first entry under Administrative Services.

## **SOL GEN CENTRE OF FORENSIC SCIENCES**

416-965-2561

**SOL GEN, CENTRE OF FORENSIC SCIENCES** prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

## **SOL GEN CHIEF CORONER'S OFFICE**

416-965-6678

**SOL GEN, CHIEF CORONER'S OFFICE**. Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of bodies out of Ontario;



## **518 SOL GEN FINANCIAL SERVICES BR**

complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

## **SOL GEN FINANCIAL SERVICES BR**

416-965-4425

SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entry under Accounting.

## **SOL GEN FORENSIC PATHOLOGY BR**

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies and biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

## **SOL GEN INTERNAL AUDITOR**

416-965-5020

SOL GEN, INTERNAL AUDITOR is responsible for the Ministry's internal audit function. For a description of activities, see first entry under Audit.

## **SOL GEN LEGAL SERVICES**

416-965-3440

SOL GEN, LEGAL SERVICES provides legal services for the Ministry. For a description of functions, see first entry under Legal Services.

## **SOL GEN MINISTRY SECRETARIAT**

416-965-2049

SOL GEN, MINISTRY SECRETARIAT provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications and the application of modern management techniques. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048). See first entry under Information Service for a description of activities.

## **SOL GEN OFFICE OF THE FIRE MARSHAL**

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal,

instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

**SOL GEN ONT POLICE COMMISSION TECHNICAL SERVICES**

416-965-3281

SOL GEN, ONT POLICE COMMISSION TECHNICAL SERVICES BR provides technological support and advice for all accredited police forces in Ontario. Program Development Section is involved in Computer Assisted Dispatch & Records Entry (CADRE), Canadian Police Information Centre (CPIC) network management, computer systems for police and digital communications technology. Communications Services assists in upgrading voice communications facilities for Integrated Radio Services Program (IRSP). Administers grants to police forces of municipalities for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as Canadian Police Information Centre (CPIC).

**SOL GEN ONTARIO POLICE ARBITRATION COMMISSION**

416-965-3348

SOL GEN, ONTARIO POLICE ARBITRATION COMMISSION is responsible for monitoring and evaluating the effectiveness of the police arbitration system and making recommendations for its improvement.

**SOL GEN ONTARIO POLICE COMMISSION**

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

**SOL GEN OPP ANTI-RACKETS BR**

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

**SOL GEN OPP AUTO THEFT BR**

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect vehicles.

**SOL GEN OPP AUXILIARY POLICE BR**

416-965-4400

SOL GEN, OPP, AUXILIARY POLICE BR consists of volunteer auxiliary police who report to regular detachments and assist with regular police duties. Apply at local OPP detachment. Requirements to become a member of the OPP auxiliary are exactly the same as those of the regular force.

**SOL GEN OPP CAREER MANAGEMENT BR**

416-965-4468

SOL GEN, OPP, CAREER MANAGEMENT BR handles recruitment and retains competent uniformed staff for employment in the Ontario Provincial Police. Administers uniformed force management and staff development programs, force promotional process and performance review programs.

**SOL GEN OPP CENTRAL RECORDS & COMMUNICATIONS BR**

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information to law enforcement agencies on criminal activities, suspended Ontario drivers, and vehicles registration.

**SOL GEN OPP COMMUNITY SERVICES BR**

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs and complaints system. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

**SOL GEN OPP CRIMINAL INVESTIGATION BR**

416-965-8105

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious criminal activities.

**SOL GEN OPP FIELD ADMINISTRATION BR**

416-965-4890

SOL GEN, OPP, FIELD ADMINISTRATION BR provides administrative advice and assistance to the 17 OPP District Headquarters and OPP detachments. The branch is responsible for manpower deployment, administration of field budgets and detachment planning program in all OPP jurisdictions. Also coordinates the activities of the Helicopter Section.

**SOL GEN OPP INDIAN & MUNICIPAL POLICING SERVICES**

416-965-4301

SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

**SOL GEN OPP INTELLIGENCE BR**

416-965-8101

SOL GEN, OPP, INTELLIGENCE BR collects and disseminates police information relating to organized crime.



**SOL GEN OPP MANPOWER ADMINISTRATION BR**

416-965-8120

SOL GEN, OPP, MANPOWER ADMINISTRATION BR provides the Ontario Provincial Police with support service pertaining to qualitative and quantitative manpower needs. Administers: bilingual capabilities program, personnel files and personnel inventory system, civilian complement control.

**SOL GEN OPP PLANNING AND RESEARCH BR**

416-965-2542

SOL GEN, OPP, PLANNING AND RESEARCH BR provides consulting services to the Ontario Provincial Police (OPP) and other related ministry agencies. Develops policies, procedures and organizational methods, including Special Projects, Systems Development & Programming, Data Processing & Statistical Analysis.

**SOL GEN OPP PROPERTIES BR**

416-965-3931

SOL GEN, OPP, PROPERTIES BR provides coordinating services to all agencies within the Ministry for buildings, properties, leasing, parking and telephone requirements.

**SOL GEN OPP QUARTERMASTER STORES BR**

416-965-4485

SOL GEN, OPP, QUARTERMASTER STORES BR is responsible for stocking and distributing all items of uniform and equipment for Ontario Provincial Police, Ontario Government Protective Service, Indian policing and auxiliary police, stationery and office supply needs. Maintains a repository of weapons seized by police forces, which have been cleared for disposal.

**SOL GEN OPP REGISTRAR OF FIREARMS**

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the Criminal Code (Canada). An amendment to the Criminal Code has been passed and will be effective as of January, 1979 requiring a firearm acquisition certificate for the purchase of firearms. This office maintains a central registry of all Ontario's registered firearms.

**SOL GEN OPP REGISTRAR OF PRIVATE INVESTIGATORS**

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and security guards. Licenses agency employees to act as private investigators or security guards.

**SOL GEN OPP SECURITY BR**

416-965-8111

SOL GEN, OPP, SECURITY BR provides police security for top government officials and important visitors to Ontario. Provides a uniformed security guards service which performs physical security duties and maintains public order in Ontario Government buildings. Contact Queen's Park Main Office Operations, 965-2549. Provides protection from pervasive elements in maintenance of public order. Has expertise on all aspects of physical security.

**SOL GEN OPP SPECIAL INVESTIGATION BR**

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

**SOL GEN OPP STAFF RELATIONS BR**

416-965-8400

SOL GEN, OPP, STAFF RELATIONS BR deals with Ontario Provincial Police staff and their family survivors. Provides services which include labour relations, counselling employees with medical and emotional problems, alcoholic rehabilitation. Liaises with the ministry regarding negotiations with Ontario Public Service Employees Union (OPSEU) and the application of the Public Service Act.

**SOL GEN OPP TRAFFIC INVESTIGATION BR**

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

**SOL GEN OPP TRAINING BR**

416-965-5422

SOL GEN, OPP, TRAINING BR provides police training courses for force members at all levels including motorcycle, marine, search and rescue, canine training and diver training. Coordinates the attendance of members at training courses conducted by other agencies.

**SOL GEN OPP TRANSPORT BR**

416-965-4477

SOL GEN, OPP, TRANSPORT BR provides and maintains the mobile equipment to meet Ontario Provincial Police (OPP) transportation needs. Also provides office service, operational support and direction, and financial and personnel management support.

**SOL GEN PERSONNEL SERVICES BR**

416-965-6784

SOL GEN, PERSONNEL SERVICES BR performs the personnel functions for the ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA). The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. For description of branch activities, see first entry under Personnel.

**SOL GEN PLANNING & EVALUATION BR**

416-965-5112

SOL GEN, PLANNING & EVALUATION BR provides overall Ministry coordination, strategic planning, evaluation and priority setting. Helps program managers establish objectives and priorities; develops measures of performance, effectiveness, costs, benefits and statistical techniques for operations. Develops and maintains the ministry Management Information Results (MBR) System; evaluates performance by monitoring input and output through Quarterly Performance Report and identifies productivity improvements by keeping abreast

of research and technological developments in other jurisdictions. Also encourages productivity studies on operations and represents the Ministry at meetings with other agencies and jurisdictions on statistics, metric conversion and other special projects.

## **SOL GEN RADAR WARNING DEVICES**

416-965-3440

**SOL GEN, RADAR WARNING DEVICES.** An amendment to the Highway Traffic Act passed and effective Dec. 16, 1977, prohibits a person from driving a motor vehicle equipped with a radar warning device. The new legislation empowers a police officer to search any vehicle reasonably suspected of carrying a radar warning device and to seize any such device. Those convicted may be fined, and the device forfeited to the Crown. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

## **SOL GEN RETAIL BUSINESS HOLIDAYS ACT**

416-922-5450

**SOL GEN, RETAIL BUSINESS HOLIDAYS ACT** came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail business establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain business establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may exempt an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

## **SOLAR ENERGY**

Solar Energy, see Energy The Ministry Of Energy.

## **SOLE PROPRIETORSHIPS**

Sole Proprietorships, see Proprietorships

## **SOLICITOR GENERAL**

Solicitor General, Ministry of, see SOL GEN Branch Name

## **SOLID WASTE**

Solid Waste, see Waste

## **SPEAKER'S OFFICE**

416-965-2331

**LEGISLATIVE ASSEMBLY, SPEAKER'S OFFICE.** The Speaker of the Assembly is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker is also Chairman of the Board of Internal Economy that governs financial affairs of the Assembly including review of estimates. The office includes the Sergeant-at-Arms of the Assembly as well as the pages employed during sessions and provides information on the schedule of



sittings and sessions of the Legislature. Other offices reporting to the Assembly through the Speaker include those of the Provincial Auditor, Ombudsman, Election Officers, Commission on Election Contributions and Expenses.

## SPECIAL EVENTS

Special Events in Queen's Park, see Govt Serv Management Planning Br.

## SPECIAL OCCASION PERMITS

416-965-465

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol including **special occasion permits**. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor licences call 965-4691; Age of Majority Cards, 965-4694; **special occasion permits**, 965-4675; advertising, 965-3450 inspections, 965-4666.

## SPEECH PATHOLOGY

416-965-804

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own field of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, **speech pathology** and audiology, nursing and social work. They serve Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserved Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

## SPEED LIMITS

416-248-37

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as traffic signals, illumination, **speed limits**, etc. Develops improvements in traffic control techniques and devices and assists in municipal studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional or district offices.

416-248-71

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human Factors, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, the effectiveness of seat belt legislation and lowered **speed limits**, drinking and driving, driver

education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

## SPILLS

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency **spills** of contaminants.

## SPIRITS

Spirits, see Liquor

## SPORT ONTARIO

Sport Ontario (Ontario Sports Administration Centre), see Cult & Rec Sports Services Br.

## SPORTS

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), **sports** facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur **sports** in Ontario. Licenses professional boxers and wrestlers.

CULT & REC, ONTARIO SPORTS TRAINING CENTRE Technical Unit for Recreation facilities acts as a province-wide information centre in the areas of planning, design, construction and operation of **sports**, fitness and physical recreation facilities. The Unit performs a counselling service, information dissemination, organization and presentation of conferences, workshops and seminars, help in research problems and provides a reading room. Publications are available at the Ontario Government Bookstore. Among the 725 clients the Unit has counselled to date are club and community groups, government professionals, municipal recreation departments, design professionals and facility planners.

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on **sports** and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to

## 526 ST CLAIR PARKWAY COMMISSION

administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-6546

**CULT & REC, SPORTS SERVICES BR** encourages participation in **sports** for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario **Sports Admin. Centre** (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. **Sports Awards Program** honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario **Sports Travelcade** takes sports and fitness resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

416-965-2390

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital **sports**, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

## ST CLAIR PARKWAY COMMISSION

519-862-2291

**NAT RES, ST CLAIR PARKWAY COMMISSION** in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The **St Clair Parkway Commission** is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

## ST LAWRENCE LOUNGE

St Lawrence Lounge performances, see Govt Serv Management Planning Br.

## ST LAWRENCE PARKS COMMISSION

613-543-2951

**NAT RES, ST LAWRENCE PARKS COMMISSION**, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole



golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

## STANDING COMMITTEES

Standing and Select Committees, see Legislative Assembly Clerk's Office

## STATIONARY ENGINEER

Stationary Engineer, see CCR Operating Engineers Br.

## STATIONERY SERVICE

Stationery Service, see Govt Serv Printing Services Br.

## STATISTICS

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture including production, marketing, land use planning, rural sociology, **statistics**.

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and **statistics** on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. **Statistics** relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of \$3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains **statistics**

on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains **statistics** on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial **statistics** on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides grants, by-laws and **statistics** and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates **statistics** relating to all aspects of education (965-2660).

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health

care services, and health care **statistics** related to hospitals and other medical and health care institutions.

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides **statistics** and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and Ontario Exports by Countries and Commodities', available on request.

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association program (OTAP). Reference materials, publications, and **statistics** available. Contact Regional Office.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans for programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health **statistics**, e.g. injuries, illnesses. Coordinates development & distribution of standards formation & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto 7A 1T7.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains **statistics** on mineral economics (965-1016) and determines availability of mineral resources such as metals, industrial minerals and petroleum. Issues precious metals mining licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.



416-965-292

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and **statistics** on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

416-965-487

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss **statistics** and technical, legal, instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-707

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with **statistics** and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most **statistics** re: population, business, households, labour force, migration, consumer prices. For general social and economic **statistics** including population, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social **statistics**, estimates and projections, call 965-2217.

416-965-527

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & **statistics**; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

416-965-714

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues and appropriate driver's licence to all eligible applicants in Ontario, including learners permit renewals, replacements and corrections of licences. Collects and refunds appropriate fees for drivers. Maintains **statistics** on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

## STATUTE

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. Drafts legislation (bills and regulations), prepares annual **statute** books and files and publishes regulations. For information on regulations, contact 965-2854.

## STATUTORY HOLIDAYS

Statutory Holidays, see Labour Employment Standards Br.

## STEAM

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of **steam**, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

## STIR

STIR (Students In Industrial Relations), see Labour Personnel Br

## STORAGES

Storages (controlled atmosphere) for farm products, see Ag & Food Farm Products Inspection Br

## STORE CLOSING

Store Closing, see Sol Gen Retail Business Holidays Act.

## STORMS

FE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-68-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or **storms** (965-7499).

## STREAMS

streams, see Lakes

## STRIKES

strikes, see also Education Relations Commission, also College Relations Commission.

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to **strikes** or lockouts.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of **strikes** and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of **strikes** and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

## STUDENT AWARDS

416-965-592

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (965 9051) and administrative services (965-6426) functions for the ministry. Accounting include processing and distribution of **student awards** and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entry under Accounting and Administrative Services.

416-965-613

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section perform duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (**student awards**), apprenticeship (manpower training and post-secondary educational institutions such as universities, Ryerson Polytechnic Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics of enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-387

COLL UNIV, POLICY AND PLANNING COORDINATION provides the ministry with policy and interpretation for the Ontario Student Assistance Program: the Ontario Student Grant Plan, Canada Student Loans Plan, Ontario Student Loan Plan, Ontario Special Bursary Plan, bilingual programs for **student awards**.



416-965-5241

**COLL UNIV, STUDENT AWARDS BR** has many programs that offer financial assistance (**student awards**) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the **Student Awards Office** at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

### STUDENT EXCHANGES

Student Exchanges, see Coll Univ Student Awards Br, also Civ Serv French Language Services Group, also Educ Student Activities & Special Projects.

### STUDENT GUIDANCE

Student Guidance Information Service, see Educ Student Activities & Special Projects Br.

### STUDENTS

416-965-6149

**AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR** assists Ontario farmers with their manpower requirements by providing training programs and advisory services for farm workers and financial assistance for the construction of housing to accommodate seasonal workers. Also provides opportunities for **students** and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural Manpower Committee.

416-965-6134

**COLL UNIV, INFORMATION RESOURCES BR.** Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of **students** in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-5241

**COLL UNIV, STUDENT AWARDS BR** has many programs that offer financial assistance (**student awards**) as loans, grants or bursaries to Ontario **students** studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholar-

ships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for **students** and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. **Students** should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-750-3335

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch activities, see first entry under Personnel. Also operates summer employment programs for **students** based on experience and assigned-task projects for four month work periods in institutions.

416-965-2657

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private schools and certificates are given to **students** upon the successful completion of courses. The Branch also presents secondary school graduation and honour graduation diplomas to qualified **students**. For details about eligibility, courses and services of the branch call, write or visit Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry Regional Offices.

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French speaking **students** in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides data processing services to the ministry and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to **students**, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards, and statistical and administrative systems for the ministry.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrant for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student record (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and **student** (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-2663

**EDUC, SPECIAL EDUCATION BR** operates education programs for some exceptional **students** outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional **students**; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional **students**.

416-965-5620

**EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR** encourages educational and cultural exchanges of **students** and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university **students** to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school **students** for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-3405

**IND & TOUR, SMALL BUSINESS OPERATIONS Div**, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their **students** in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-6121

**LABOUR, PERSONNEL BR** performs the personnel functions (see first entry under Personnel) for the Ministry of Labour. The Branch is also involved with the Ministry's summer employment program, **Students** in Industrial Relations (STIR). The Ministry hires senior university and community college **students** and places them with sponsoring organizations, i.e. companies, unions, law and consulting firms, to give them practical exposure in the industrial relations field.



416-965-3540

**ONTARIO YOUTH SECRETARIAT** researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer employment for **students**. It also provides an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

**TE & IA, SUBSIDIES BR** administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer **students**, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## STUFFED ARTICLES

Stuffed Articles, see Upholstered and Stuffed Articles

## SUBDIVISIONS

416-965-6418

**HOUSING, SUBDIVISIONS BR** implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of **subdivisions** and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

## SUBPOENAE

416-965-7338

**ATT GEN, CROWN ATTORNEYS' OFFICE**. Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and **subpoenae**, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

## SUBSIDIES

Subsidies, see Grants

## SUBWAYS

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and **subways**, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

## SUCCESSION DUTIES

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with **succession duties** or tax, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

## SUMMER EMPLOYMENT

Summer Employment, see Youth Employment

## SUMMONSES

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues **summonses** for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with **summonses** and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

416-965-1500

**TR & COMM, VEHICLE RECORDS & INFORMATION**, Licensing & Control Br provides information on vehicles to the police (965-4395) & for a fee to insurance companies, legal firms & the public. Write to: Vehicle Records Section, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or District Offices. Search Group (965-1563) provides current or historical (to 4 years) data on vehicles ownership & description, searched by plate number, owner's name or serial number. Insurance information is restricted to insurance companies & legal firms. Fee is \$3.00. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at \$2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking **summonses** & warrants were wrongly issued, or vehicles were sold & purchaser failed to complete transaction.

## SUPERANNUATION

416-226-2700

**EDUC, TEACHERS SUPERANNUATION COMMISSION** provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased teachers.

416-965-6861

**GOVT SERV, EMPLOYEE BENEFITS BR** administers the following benefits plans for employees of the Ontario Public Service: Public Service **Superannuation Act**, **Superannuation Adjustment Benefits Act**, Employees' Group Insurance Plan, Long Term Income Protection. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-1709

**GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD** recommends payments of annuities, pensions and disability benefits to Ontario Public Service Employees and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service employees are handled by Employee Benefits Branch (965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

## SUPPLIER LISTS

Supplier Lists, see Govt Serv Supply Administration Br

## SUPREME COURT OF ONTARIO

416-965-2816

**ATT GEN, COURTS ADMINISTRATION PROGRAM** manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and **Supreme Court of Ontario** offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace,



notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-5545

**ATT GEN, SUPREME COURT OF ONTARIO**, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-5545

**ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office**, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582) and bankruptcy (965-5573). Provides certified copies of court documents, e.g. final divorce decree (965-5563). For listing of cases for trial contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

## SURROGATE COURT

416-965-2816

**ATT GEN, COURTS ADMINISTRATION PROGRAM** manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, **Surrogate Court** and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-7314

**ATT GEN, SURROGATE COURT** probates wills of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The **Surrogate Court** also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

## SURVEYS

Surveys, see also Maps

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for **surveys**, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field **surveys**. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control **surveys** and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control **surveys**. Has data from ministry and private surveyors on resurveys of township boundaries and Crown land **surveys** prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE. Highway Engineering Div provides the ministry with: aerial and ground **surveys** relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are available to the public. Contact regional or district offices.

## SWIMMING POOLS

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public **swimming pools** under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

## SWINE

Swine, see Livestock

## SYNCRUDE PROJECT

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the **Syncrude Project** to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

## TAKE-OVER BIDS

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of **take-over bids**, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

## TAX

Tax, see also Property Taxation

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal **tax** purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property **tax** on managed forests.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage **tax** rolls; carries out forfeiture process for patented mining lands.

416-965-4069

NAT RES, MINE TAX ASSESSMENT issues annual assessment (**tax**) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining **Tax** Act 1972 and The Beach Protection



Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of **tax**, property assessment, public finance, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income **tax** and capital **tax**, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects **tax** on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income **tax** forms. The first three credits are available regardless of income **tax** payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This **tax** is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning exemptions and other aspects of the retail sales tax as well as carrying out periodic audits. **Tax** under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or **tax**, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift **Tax** Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of **tax** or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), **tax** relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

416-965-5058

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops **tax** and fiscal policy alternatives for government.

## TAX CERTIFICATES

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, **tax certificates**, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

## TAX CREDITS

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions **tax credits** when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

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## **TAX EVASION**

416-965-7767

REVENUE, **SPECIAL INVESTIGATIONS BR** investigates cases of deliberate **tax evasion** and prosecutes such cases as warranted.

## **TAX RESEARCH**

416-965-2923

REVENUE, **REVENUE RESEARCH BR** prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on **tax research** matters, Revenue Division planning, legislation control.

## **TAXATION**

Taxation, see Tax, also Property Taxation

## **TE & IA ACCOUNTS & OFFICE SERVICES BR**

416-965-4085

TE & IA, **ACCOUNTS & OFFICE SERVICES BR** performs the accounting and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs in addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entry under Accounting.

## **TE & IA ADMINISTRATION SERVICES DIVISION**

416-965-5420

TE & IA, **ADMINISTRATION SERVICES DIVISION**, in addition to providing overall direction and coordination for the Ministry of Treasury, Economics and Intergovernmental Affairs in the areas of resource allocation and planning, internal ministry policies and procedures, and common support services, provides full administrative services to the following: Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Ontario Economic Council and the Ontario Land Corporation, and except for personnel services, to the Civil service Commission and to Management Board. For a description of functions, see first entry under Administrative Services.



**TE & IA CENTRAL STATISTICAL SERVICES**

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

**TE & IA COMMUNICATIONS GROUP**

416-965-7171

TE & IA, COMMUNICATIONS GROUP is the information service for the Ministry of Treasury, Economics & Intergovernmental Affairs. For a description of activities, see first entry under Information Service.

**TE & IA ECONOMIC ANALYSIS BR**

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

**TE & IA ECONOMIC DEVELOPMENT BR**

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR functions include: development and recommendation of economic development policies concerning the broad strategies for the five planning regions in Ontario; analysis of specific economic development proposals and issues with significant regional impact and the development of appropriate policy options; analysis of sectors with major economic and regional development significance; coordination of negotiations with the Department of Regional Economic Expansion on behalf of the Province; project development, analysis and monitoring for the Regional Priority Budget in Southern Ontario.

**TE & IA ECONOMIC POLICY BR**

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

**TE & IA EXTERNAL ACTIVITIES COORDINATION**

416-965-3356

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from

## **546 TE & IA FEDERAL-PROVINCIAL**

Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

### **TE & IA FEDERAL-PROVINCIAL**

416-965-3344

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

### **TE & IA FIELD SERVICES BR**

416-965-1495

TE & IA, FIELD SERVICES BR. Ten Field Services Offices in Ontario advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinate Ministry relationships with municipalities. Identify and initiate action in cases of municipal difficulty. Advice is provided through review of municipal financial statements, dissemination of information on existing programs, and as specifically requested. Contact Field Service Offices.

### **TE & IA FINANCE MANAGEMENT BR**

416-965-2914

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities (debentures) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

### **TE & IA FINANCIAL INFORMATION & ACCOUNTING POLICY**

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

**TE & IA INTERGOVERNMENTAL FINANCE & GRANTS**

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditioning of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over \$450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

**TE & IA INTERNAL AUDIT SERVICES BR**

416-965-5123

TE & IA, INTERNAL AUDIT SERVICES BR provides an internal audit capacity within the ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the ministry. For a description of functions, see first entry under Audit.

**TE & IA LIBRARY SERVICES BR**

416-965-2314

TE & IA, LIBRARY SERVICES BR operates a library which has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

**TE & IA LOCAL GOVERNMENT ORGANIZATION BR**

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR goals are to evaluate the responsibilities of Ontario's systems of local government (municipalities) and identify the range of functions and organizational structures which will strengthen the capacity of the local governments to: interpret the needs and aspirations of local communities; identify issues; determine priorities and be accountable for them.

**TE & IA MANAGEMENT SERVICES BR**

416-965-7582

TE & IA, MANAGEMENT SERVICES BR assists management in the planning necessary to achieve Ministry objectives in the effective allocation of human, financial and technical resources, and in the evaluation of program and organizational performance. Plans and coordinates preparation of expenditure forecasts and estimates. Monitors Ministry expenditures and administers appropriations. Provides advice and coordination in the development and implementation of the Ministry's management-by-results system and coordinates its relationships with Management Board. Monitors, evaluates and reports on the Ministry's organization.



**TE & IA MUNICIPAL ADMINISTRATION BR**

416-965-3514

TE & IA, MUNICIPAL ADMINISTRATION BR encourages and assists Ontario municipalities in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on metrication in municipalities. Offers financial assistance for municipal bilingualism programs.

**TE & IA MUNICIPAL BUDGETS & ACCOUNTS BR**

416-226-6574

TE & IA, MUNICIPAL BUDGETS & ACCOUNTS BR develops and publishes bulletins and manuals to encourage good financial management in Ontario municipalities. Prescribes guidelines for preparation of annual municipal financial reports. Licenses and reviews the performance of municipal auditors. Advises other branches and ministries on matters relating to municipal finance.

**TE & IA MUNICIPAL FINANCE BR**

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

**TE & IA OFFICE OF LEGAL SERVICES**

416-965-6926

TE & IA, OFFICE OF LEGAL SERVICES provides legal services for the Ministry of Treasury, Economics and Intergovernmental Affairs, the Niagara Escarpment Commission, the Parkway Belt Planning Area, the Ontario Economic Council and the Ministry of Northern Affairs, including Ont. Northland Transportation Commission. For a description of branch activities, see first entry under Legal Services.

**TE & IA ONTARIO ECONOMIC COUNCIL**

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL (OEC) is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The OEC coordinates its work with the Economic Council of Canada and government ministries. Publishes an annual report which details research publications and work in progress.

**TE & IA ONTARIO LAND CORPORATION**

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

**TE & IA ONTARIO QUEBEC PERMANENT COMMISSION**

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION promotes and stimulates cultural and educational exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

**TE & IA PARKWAY BELT GROUP**

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the Parkway Belt System. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

**TE & IA PERSONNEL ADMINISTRATION BR**

416-965-6171

TE & IA, PERSONNEL ADMINISTRATION BR performs the personnel functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, the Ministry of Energy and Ontario Energy Board. For a description of branch activities, see first entry under Personnel.

**TE & IA PROVINCIAL MUNICIPAL AFFAIRS**

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

**TE & IA SECURITIES BR**

416-965-6691

TE & IA, SECURITIES BR acts as registrar and transfer agent of the Provincial public debt issues, both domestic and foreign. Is responsible for the prompt payment of interest on public debt; supplies investors with information on transfer requirements; arranges for complete service of debentures from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping securities deposited with the Province by the public in accordance with the regulations of provincial legislation.

**TE & IA SUBSIDIES BRANCH**

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared

disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## TE & IA TAXATION AND FISCAL POLICY BR

416-965-5058

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops tax and fiscal policy alternatives for government.

## TEACHERS

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and **teachers** for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-750-3445

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the academic and vocational needs of inmates in adult training centres, correctional institutions and detention centres across the province. Develops curricula and provides **teachers** with professional supervision.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and **teachers** of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.



416-484-2600

CULT & REC, OECA. The Ontario Educational Communications Authority, an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an educational television network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 TVOntario will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, **teachers** & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train **teachers** within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611) and accounting (965-2612), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for teachers' colleges and summer courses offered to **teachers** and for duplicates of students' transcripts and teachers' certificates.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school **teachers** (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of **teachers** to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for **teachers** (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, **teachers** and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services. Maintains micro files on **teachers** and ministry research projects. Responsible for records and forms manage-

ment, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for **teachers** (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges exchanges for **teachers** and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for **teachers** (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train **teachers** of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for **teachers** of exceptional students.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and **teachers** (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to **teachers** of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, **teachers** and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and schools (e.g. private schools, correctional and National Defence Schools), organizations of **teachers**, principals, trustees and

school officials. Advises them on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

416-965-1341

EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of **teachers**, vice-principals and principals.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for **teachers** upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased **teachers**.

416-922-7679

EDUCATION RELATIONS COMMISSION (ERC) was established in 1975 to administer negotiation procedures for **teachers** and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and **Teachers** Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

## TEENAGERS

Teenagers, see Youth.

## TELECOMMUNICATIONS

416-965-0175

GOVT SERV, TELECOMMUNICATION SERVICES BR provides local and network **telecommunications** services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related **telecommunications** services. For local telephone services, contact 965-6788; network services, contact 965-6265.

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario adminis-



tered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsite and community planning and infrastructure, airport construction and **telecommunications** in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

705-472-4500

**NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC)** in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and **telecommunications** services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

**TR & COMM, COMMUNICATIONS OPERATIONS BR** carries out representations and interventions re **telecommunications** services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. **Telecommunications** Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent telephone industry in modernization plans; consults and advises the Ontario Telephone Service Commission on technical matters.

416-248-3731

**TR & COMM, COMMUNICATIONS POLICY BR** develops Ontario government policy in communications field. Activities include: development of broadcasting, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to **telecommunications** services and systems. Has data bank of information on population served by broadcasting and cable firms and on television viewing habits (248-3961).

## TELEPHONE

416-965-0175

**GOVT SERV, TELECOMMUNICATION SERVICES BR** provides local and network telecommunications services for Ontario government ministries and agencies. These are principally **telephone**, data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local **telephone** services, contact 965-6788; network services, contact 965-6265.

**TR & COMM, COMMUNICATIONS OPERATIONS BR** carries out representations and interventions re telecommunications services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. Telecommunications Systems Engineering Office (248-3567) provides related

assistance to Communications Division; assists independent **telephone** industry in modernization plans; consults and advises the Ontario **Telephone** Service Commission on technical matters.

416-248-3831

TR & COMM, ONT TELEPHONE SERVICE COMMISSION is responsible for regulating the providers of **telephone** services under provincial jurisdiction, under the Telephone Act. There are 36 **telephone** systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television & Telecommunications Commission (CRTC).

## TELEVISION

Television, see also Educational Television

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops Ontario government policy in communications field. Activities include: development of broadcasting, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to telecommunications services and systems. Has data bank of information on population served by broadcasting and cable firms and on **television** viewing habits (248-3961).

## TEMPORARY ABSENCE

416-750-3404

CORR SERV, TEMPORARY ABSENCE BR operates the **Temporary Absence** program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The **Temporary Absence** program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

## TENANT

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is \$7,500. Statutes under which the courts handle proceedings include: Landlord and **Tenant**, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. **tenant** appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-964-3556

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an appeal tribunal which hears landlord and **tenant** appeals on decisions of the Ontario Rent Review Program.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlord offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. **Tenant** pays rent-geared-to-income. OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlord designs, constructs, owns and operates the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. **Tenant** pays rent-geared-to-income. Applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 53 Housing Authorities and 7 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. **Tenant** applications and complaints are made to the local housing manager. See also Housing Operations Branch (Metro), Tel. 965-9434.

416-965-9434

HOUSING, OHC, HOUSING OPERATIONS BR (METRO) provides direction to Metro Toronto district offices in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. **Tenant** applications are made to Housing Registry (965-9915). Complaints should first be directed to on-site project manager. **Tenant** Inquiry Board (789-7901) operates a 24 hour maintenance service for after-hour maintenance problems.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. **Tenant** applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation



for families but will consider senior citizens and persons with permanent physical disability. Housing is offered to families in greatest need when vacancies occur.

## TENDERS

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates **tenders** and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service. Three commodity sections: Furniture & Furnishings (965-1247), Office Products (965-4751), Special Products (965-3084) administer a collective purchasing program for commonly used commodities; purchase equipment for new Ontario government facilities; purchase goods and services for operational requirements of the Ministry. Central purchasing authority for furniture and furnishing needs of all ministries and agencies rests with the Furniture & Furnishings Section. Supplier Development Section (965-6937) supports branch by developing supplier lists, maintaining a vendors catalogue library, identifying and evaluating new suppliers. Operates the Public Tenders Office (965-1152) to receive **tenders** for government supply contracts. Assets Disposal Section (259-7809) receives, warehouses and arranges for re-use or disposal of surplus furniture, equipment, materials.

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of **tenders**. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

## TERMINATION OF EMPLOYMENT

Termination of Employment, see Labour Employment Standards Br

## TERMITES CONTROL

Termites Control, see Env Pollution Control Br Pesticides Control Section

## TESTATE

416-965-7314

ATT GEN, SURROGATE COURT probates wills of persons who die **testate** (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

## TEXTBOOKS

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved **textbooks** to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

## THEATRE

Theatre, see also Theatres

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to **theatre** and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services BR maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, **theatre**, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

## THEATRES

Theatres, see also Theatre

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario **theatres**. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to **theatres**, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, **theatres**, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

## THERAPY

Therapy, see Rehabilitation, also Physiotherapy

## TILE DRAINAGE

Tile Drainage, see Drainage.

## TILL

Till, see Mineral.

## TIMBER

705-789-9647

NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting **timber** in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from **timber** operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing **timber**. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and



equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

416-965-2731

NAT RES, TIMBER SALES BR is responsible for managing and licensing **timber** sales in Ontario. Contact regional or district offices.

## TITLES

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land **Titles** Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3250

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0423 in Fall, 1978. The Program performs statutory functions of Director of **Titles**: responsible for legal quality of land registration records and instruments. Drafts amendments to, and regulations under the Land **Titles** Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of **Titles** Act. Processes applications of title and for conversion of title from the land registry system to the land **titles** system.

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for real property (land) and personal property **titles** are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land **Titles**, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. **Titles** Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

## TOBACCO

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley **tobacco**, honey, maple syrup,

Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-6352

**REVENUE, GASOLINE TAX BR** administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, **tobacco**, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

## TODAY'S CHILD

416-965-0176

**COMM SOC, CHILD WELFARE BR** finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column **Today's Child** as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

## TOPICAL

416-965-5621

**CIV SERV, ADMIN SERVICES BR, COMMUNICATIONS** and Publicity Section produces **TOPICAL**, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. **JOB MART**, a second paper containing information on job openings within the Ontario Public Service is produced as an insert in **TOPICAL** and as a separate publication on intervening weeks. Also handles job advertising in the press for all Ontario government ministries. Produces the annual report of the Commission and provides advice to Commission staff on publications, etc.

## TORONTO AREA TRANSIT OPERATING AUTHORITY

416-630-2635

**TORONTO AREA TRANSIT OPERATING AUTHORITY (TATO)** was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number (in Toronto, 630-3933). TATO reports to the Legislature through the Minister of Transportation & Communications.

## TORONTO-CENTRED REGION

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the Parkway Belt System. The System is a major part of the **Toronto-Centred Region** Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

## TOURISM

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes **tourism** in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with information service including photography, audio-visual, publications, releases, speeches, media liaison and other services (see first entry under Information Service). Operates a library of still and motion pictures to lend to groups interested in **tourism**. Catalogues of films available.

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. **Tourism** operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-5711

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the **tourism** sector and provides **tourism** research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.



416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international trade, technology, **tourism**, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Planning Committee. Provides: strategic planning for development of industry, trade and **tourism** in Ontario; program evaluation procedures and ministry management-by-results reporting format. Coordinates special projects and research into issues that the ministry may be involved with in the future.

416-965-4255

IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's **tourism** industry by: providing technical advice relating to planning, design, operation and management of tourist facilities; providing information related to the funding by the Ontario Development Corporations (ODC's) to new and existing tourist facilities; evaluating and recommending **tourism** project proposals from the public for possible funding by the ODC's; providing consultative assistance and analysis of **tourism** development projects which may require public support in whole or in part (965-7846); discharging the Ministry's responsibilities regarding **tourism** planning in Ontario; involvement in special projects which improve the quality of the province's **tourism** plant.

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes **tourism**, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises **tourism** establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local **tourism** groups and regional travel associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to **tourism** establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

## TOURISM RESEARCH

Tourism Research, see Ind & Tour Industry Sector Policy Br.

## TOURS

416-361-0414

**CULT & REC. ART GALLERY OF ONTARIO** cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, **tours** and speakers bureau.

416-893-1121

**CULT & REC. McMICHAEL CANADIAN COLLECTION**, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school **tours** by appointment.

416-429-4100

**CULT & REC. ONTARIO SCIENCE CENTRE** conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers **tours** to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of films) and the Ontario Film Archive.

416-527-1158

**CULT & REC. ROYAL BOTANICAL GARDENS (RBG)** in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. **Tours** can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-7711

**IND & TOUR. ONTARIO PLACE CORPORATION** operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat **tours**, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free

with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-5764

**IND & TOUR, TOURISM MARKETING BR** promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and **tours**. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-9489

**LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office** provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts **tours** of the Legislative Building for school groups, associations and individuals. Art **tours** of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

## **TOWNS**

Towns, see Municipalities

## **TOWNSEND COMMUNITY DEVELOPMENT**

Townsend, see Housing Project Planning Br, Housing Project Evaluation Br

## **TOWNSHIPS**

Townships, see Municipalities

## **TOYS**

Stuffed Toys, see Upholstered and Stuffed Articles

## **TR & COMM COMMUNICATIONS OPERATIONS BR**

**TR & COMM, COMMUNICATIONS OPERATIONS BR** carries out representations and interventions re telecommunications services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. Telecommunications Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent telephone industry in modernization plans; consults and advises the Ontario Telephone Service Commission on technical matters.



**TR & COMM COMMUNICATIONS POLICY BR****416-248-3731**

TR & COMM, COMMUNICATIONS POLICY BR develops Ontario government policy in communications field. Activities include: development of broadcasting, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to telecommunications services and systems. Has data bank of information on population served by broadcasting and cable firms and on television viewing habits (248-3961).

**TR & COMM COMPUTER SYSTEMS BR****416-248-3977**

TR & COMM, COMPUTER SYSTEMS BR is involved with computer systems development for Ministry applications. Systems specialists also develop computer-related systems for management and regulatory applications. Computer Production Services provide production technical control, equipment acquisition, graphic production and data conversion services, and time sharing.

**TR & COMM COORD INTERGOVERNMENTAL RELATIONS****416-248-3789**

TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates intergovernmental relationships between Ontario and the other provinces and the federal government in the field of transportation and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

**TR & COMM DESIGN & CONSTRUCTION BR****416-248-3661**

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design and construction policies, procedures, specifications, standards and technology for use by regional designer and regional construction; monitors and analyzes their application. Provides technical construction expertise to regional offices. Supplies ministry projects with special engineering design services, detailed design of electrical facilities and drainage and hydrology studies. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regions to ensure that policies and procedures for administering construction contracts are met.

**TR & COMM DRIVER CONTROL OFFICE****416-965-1581**

TR & COMM, DRIVER CONTROL OFFICE. Licensing & Control Branch ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates driver's licence as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 963-0501. For fines non-payment call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

**TR & COMM DRIVER LICENSING OFFICE**

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate driver's licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

**TR & COMM DRIVERS & VEHICLES REGIONAL OPERATIONS**

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor vehicles including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor vehicles, auditing of school bus inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

**TR & COMM ECONOMIC POLICY OFFICE**

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

**TR & COMM ENGINEERING CLAIMS OFFICE**

416-248-3611

TR & COMM, ENGINEERING CLAIMS OFFICE assesses claims for additional costs submitted by contractors awarded ministry engineering contracts including all phases of highways construction and maintenance, construction of bridges and tunnels and associated work.

**TR & COMM ENGINEERING MATERIALS OFFICE**

416-248-3987

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

**TR & COMM ENGINEERING RESEARCH & DEVELOPMENT BR**

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's metrication program.

**TR & COMM ESTIMATING OFFICE**

416-248-3401

TR & COMM, ESTIMATING OFFICE provides senior Ministry Officials with a fair contract price for highways construction and other related works. Can provide an economic analysis of highways construction costs and bidding trends.

**TR & COMM FINANCIAL BR**

416-248-3465

TR & COMM, FINANCIAL BR supplies the ministry with financial management and accounting services. For a description of functions, refer to the first entry under Accounting.

**TR & COMM FINANCIAL MANAGEMENT SERVICES**

416-248-3751

TR & COMM, FINANCIAL MANAGEMENT SERVICES provides financial perspectives of new policies and programs to senior management so they can balance these financial perspectives against the policy and technical perspectives. Organized into three offices: Financial Analysis and Assessment Office, Forecasting Office, and Budgetary Review Office.

**TR & COMM HIGHWAY CARRIER LICENSING SECTION**

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues licences to public vehicles (PV), e.g. bus and charter operations and to public commercial vehicles (PCV), e.g. trucks, truck tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

**TR & COMM INTERNAL AUDIT BR**

416-248-3366

TR & COMM, INTERNAL AUDIT BR performs the audit functions for this Ministry and the Ministry of Northern Affairs as described in the first entry under Audit. In addition the branch analyzes Ministry claims negotiations and advises on settlements. The Branch audits Ministry electronic data processing systems, design drawings and tender documents prior to awarding of contracts, payment records on Ministry, and Ministry-subsidized contracts. Also audits contractors and suppliers records, and municipal records to ensure that subsidies are spent as approved.

**TR & COMM MAINTENANCE BR**

416-248-3664

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, zone striping



erection and maintenance of highway signs, and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Permit issuance is done by regional or district office. See Tr & Comm Operations, Regional Operations. Manages fleet of vehicles and equipment for the Ministry, and guides and trains garage personnel on fleet maintenance and management.

**TR & COMM MAINTENANCE BR TRAFFIC ENGINEERING**

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as traffic signs, signals, illumination, speed limits, etc. Develops improvements in traffic control techniques and devices and assists in municipal studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional or district offices.

**TR & COMM MANAGEMENT IMPROVEMENT BR**

416-248-7103

TR & COMM, MANAGEMENT IMPROVEMENT BR reviews, recommends and implements changes for increased efficiency and effectiveness of ministry management, structural organization, and management systems, procedures and practices. Carries out management studies and provides an internal management consultant service.

**TR & COMM MANAGEMENT INFORMATION & TESTING**

416-248-7226

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on vehicles and transportation equipment, instrumentation design, construction and application assistance on all testing needs. Performs data processing for the Research & Development Division. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

**TR & COMM MUNICIPAL-PROVINCIAL TRANSPORTATION BR**

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

**TR & COMM OFFICE OF LEGAL SERVICES**

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

**TR & COMM ONT HIGHWAY TRANSPORT BOARD**

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of transportation services on highways, resulting in the issuance of licences (e.g. Public Vehicles & Public Commercial Vehicles) for the carriage of goods and/or passengers for compensation.

**TR & COMM ONT TELEPHONE SERVICE COMMISSION**

416-248-3831

TR & COMM, ONT TELEPHONE SERVICE COMMISSION is responsible for regulating the providers of telephone services under provincial jurisdiction, under the Telephone Act. There are 36 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television & Telecommunications Commission (CRTC).

**TR & COMM OPERATIONS REGIONAL OPERATIONS**

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their roads maintenance and construction programs. Controls highways rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

**TR & COMM PERSONNEL BR**

416-248-3643

TR & COMM, PERSONNEL BR performs the personnel functions for the Ministry of Transportation & Communications. For a description of branch activities, see first entry under Personnel.

**TR & COMM PRIORITY DEVELOPMENT BR**

416-248-3551

TR & COMM, PRIORITY DEVELOPMENT BR assesses provincial road requirements and develops roads and highways construction program to meet these requirements.

**TR & COMM PROGRAM DEVELOPMENT BR**

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and vehicles.

Manages the vehicle equipment approval program and investigates accidents in which condition of vehicles may have been contributory factor. Develops and modifies procedures for safety standards enforcement. Prepares drafts for proposed legislation and regulations.

**TR & COMM PROPERTY BR**

416-248-3213

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and land management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

**TR & COMM PUBLIC & SAFETY INFORMATION BR**

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

**TR & COMM STRATEGIC POLICY SECRETARIAT**

416-248-7121

TR & COMM, STRATEGIC POLICY SECRETARIAT is an internal secretariat working directly for the Minister or Deputy Minister. Manages ministry's strategic policy development and planning process. Assesses external factors affecting present or future ministry strategy and prepares special strategic policy studies. Handles inquiries about the Strategic Policy Committee.

**TR & COMM STRUCTURAL OFFICE**

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

**TR & COMM SUPPLY & SERVICES BR**

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport



directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

**TR & COMM SURVEYS AND PLANS OFFICE**

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are available to the public. Contact regional or district offices.

**TR & COMM SYSTEMS RESEARCH ACOUSTICS**

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation components to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic, and assesses impact of trains.

**TR & COMM SYSTEMS RESEARCH AUTOMOTIVE**

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the energy management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

**TR & COMM SYSTEMS RESEARCH COMMERCIAL VEHICLES**

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: stability of vehicles, braking and handling including effects of mechanical and structural condition as related to operational performance and safety, impact of new vehicle standards and provincial highway regulations on safety, driver characteristics and commercial vehicles accidents data and statistics.

**TR & COMM SYSTEMS RESEARCH HIGHWAY WAYSIDE**

416-248-7141

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on highways from hazard of impacting vehicles. Develops illumination design systems, guide rails and barriers. Monitors highway lighting performance and develops means of saving energy in city street lighting.

**TR & COMM SYSTEMS RESEARCH HUMAN SOCIAL ECONOMIC**

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-

a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

## **TR & COMM SYSTEMS RESEARCH TRANSIT SYSTEMS**

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

## **TR & COMM SYSTEMS RESEARCH TRANSPORTATION SYSTEMS**

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transportation Systems Management & Control Program carries out research and development in transportation systems management to promote more efficient use of existing resources in moving people and goods. Projects include computerized freeway surveillance and control of the Queen Elizabeth Way, conceptual design of computerized area traffic control system for small cities. Maintains a library of traffic flow computer programs and control systems.

## **TR & COMM URBAN & REGIONAL PLANNING OFFICE**

416-248-3727

TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to municipalities for transportation planning studies.

## **TR & COMM VEHICLE LICENSING & CONTROL OFFICE**

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

## TR &amp; COMM VEHICLE RECORDS &amp; INFORMATION

416-965-1500

TR & COMM, VEHICLE RECORDS & INFORMATION, Licensing & Control Br provides information on vehicles to the police (965-4395) & for a fee to insurance companies, legal firms & the public. Write to: Vehicle Records Section, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or District Offices. Search Group (965-1563) provides current or historical (to 4 years) data on vehicles ownership & description, searched by plate number, owner's name or serial number. Insurance information is restricted to insurance companies & legal firms. Fee is \$3.00. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at \$2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking summonses & warrants were wrongly issued, or vehicles were sold & purchaser failed to complete transaction.

## TRADE

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international **trade** and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the manufacturing industry in developing **trade** leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital projects abroad. Organizes **trade**, technology and business opportunity missions, international **trade** fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international **trade**, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Planning Committee. Provides: strategic planning for development of industry, **trade** and tourism in Ontario; program evaluation procedures and ministry



management-by-results reporting format. Coordinates special projects and research into issues that the ministry may be involved with in the future.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign **trade** policy, Competition Act, housing, energy, and anti-inflation programs.

## TRADE CERTIFICATION

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and **trade certification**. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

## TRADE SCHOOLS

Trade Schools, see Private Vocational Schools

## TRADE UNIONS

Trade Unions, see Unions

## TRAFFIC

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway **Traffic** Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes **traffic** violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches

or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle **traffic** laws. Investigates complaints about all aspects of **traffic** and analyzes collisions of vehicles to determine how to make highways safer.

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for **traffic** control devices such as traffic signs, signals, illumination, speed limits, etc. Develops improvements in **traffic** control techniques and devices and assists in municipal studies and improvements. Provides **traffic** data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional or district offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation components to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and **traffic**, and assesses impact of trains.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., **traffic** accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transportation Systems Management & Control Program carries out research and development in transportation systems management to promote more efficient use of existing resources in moving people and goods. Projects include computerized freeway surveillance and control of the Queen Elizabeth Way, conceptual design of computerized area **traffic** control system for small cities. Maintains a library of **traffic** flow computer programs and control systems.

## TRAILERS

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, **trailers** and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all

for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

## TRAILS

416-527-1158

**CULT & REC, ROYAL BOTANICAL GARDENS (RBG)** in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature **trails**. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-2745

**NAT RES, PARK MANAGEMENT BR** manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, **trails** and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

## TRAINING

Training, see Industrial Training, also Institutional Training, also Rehabilitation

## TRAINING SCHOOLS

416-965-7683

**COMM SOC, MANAGEMENT & ANALYSIS BR** provides care to children or juveniles committed under the Juvenile Delinquents and **Training Schools** Act. Coordinates services associated with **training schools**, probation and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

416-965-2663

**EDUC, SPECIAL EDUCATION BR** operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in **training schools** for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and



guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

## TRANSCRIPTS

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), **transcripts** of student records (965-7291), **transcripts** of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

## TRANSIT

Transit, see also Transportation.

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATO) was created to design, establish and operate an inter-regional **transit** system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number (in Toronto, 630-3933). TATO reports to the Legislature through the Minister of Transportation & Communications.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public **transit**. Coordinates demonstration **transit** projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the **Transit** Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); **Transit** Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-

powered electric vehicles; Other **Transit** Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; **Transit** Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

## TRANSLATION

416-965-2891

CULT & REC, TRANSLATION BUREAU provides **translation** services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

## TRANSPLANTS

Organ transplants, see Sol Gen Chief Coroner's Office

## TRANSPORTATION

Transportation, see also Transit.

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises **transportation** services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, **transportation**, energy and labour aspects.

416-248-3789

TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates intergovernmental relationships between Ontario and the other provinces and the federal government in the field of **transportation** and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the **transportation** sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and **Transportation** Pricing (248-3634).

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to **transportation** facilities. Research

reports are published. The branch's Metric Office coordinates the ministry's metrication program.

416-248-7226

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on vehicles and **transportation** equipment, instrumentation design, construction and application assistance on all testing needs. Performs data processing for the Research & Development Division. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing **transportation** services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of **transportation** services on highways, resulting in the issuance of licences (e.g. Public Vehicles & Public Commercial Vehicles) for the carriage of goods and/or passengers for compensation.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road **transportation** by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public **transportation** service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of **transportation** as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

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the Queen Elizabeth Way, conceptual design of computerized area traffic control system for small cities. Maintains a library of traffic flow computer programs and control systems.

416-248-3727

TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, **transportation** plans, development strategies, policies and programs. Administers financial assistance to municipalities for **transportation** planning studies.

## TRANSPORTATION & COMMUNICATIONS

Transportation & Communications, Ministry of, see TR & COMM Branch Name

## TRANSPORTATION RESEARCH

Transportation and related research, see TR & COMM Systems Research & Development Br Section Name.

## TRAPPING

Trapping, see Fur

## TRAVEL

Travel, see also Travel Information

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, **Travel** Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, **travel** agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the **Travel** Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs),

Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0418

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good **travel** service, requires the registration of **travel** agents and wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides **travel** counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the **travel** centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional **Travel** Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional **travel** associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round **travel** counsellors at major border crossing points, and 30 summer **travel** centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

## TRAVEL INFORMATION

416-965-5764

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## TREASURY BILLS

416-965-2914

**TE & IA, FINANCE MANAGEMENT BR** provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities (debentures) and **treasury bills**. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

## TREASURY ECONOMICS & INTERGOVT AFFAIRS

Treasury, Economics & Intergovernmental Affairs, Ministry of, see TE & IA Branch Name.

## TREES

Trees, see Forests, also Reforestation, also Christmas Trees.

## TRENT CANAL

Trent Canal, see Nat Res Can-Ont Rideau-Trent-Severn Secretariat

## TRUCK

Truck, see also Tr & Comm Ont Highway Transport Board

416-248-7146

**TR & COMM, HIGHWAY CARRIER LICENSING SECTION**, Licensing & Control Branch issues licences to public vehicles (PV), e.g. bus and charter operations and to public commercial vehicles (PCV), e.g. trucks, **truck** tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-965-7168

**TR & COMM, VEHICLE LICENSING & CONTROL OFFICE**, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all



for-hire **truck** operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

## TRUST COMPANIES

416-963-047

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, **trust companies**, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and **trust companies**. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

## TRUSTEE

416-362-133

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and manage such an estate as would a private **trustee**. May also be appointed Executor under will. The Public **Trustee** is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

## TUBERCULOSIS

416-965-230

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for **tuberculosis** and other respiratory diseases and ambulatory treatment for **tuberculosis** through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

## TURKEY

Turkey, see Ag & Food Farm Products Marketing Board.

## TURTLE

416-965-511

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative service functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographic maps including canoe routes. Publications on mining are also available (965-1348). For

description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, **turtle** & snake identification.

## TVONTARIO

416-484-2600

CULT & REC, OECA. The Ontario Educational Communications Authority, an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an educational television network, **TVOntario**, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 **TVOntario** will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, teachers & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

## UNCONDITIONAL GRANTS

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all **unconditional grants**, valued at over \$450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the **Unconditional Grants Act**; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

## UNEMPLOYMENT

Unemployment, see Labour Research

## UNIONS

416-965-1455

DIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals

which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and **unions** re wages, collective agreements, etc.

416-965-0204

**LABOUR, ONTARIO LABOUR RELATIONS BOARD** administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade **unions** and construction industry employer organizations; investigates unfair labour practice by **unions** and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

## UNITED WAY

416-965-6485

**CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section** assists local community funds such as the **United Way**, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes blood donor clinics for Ontario Government employees in the Toronto area.

## UNIVERSITIES

416-965-6131

**COLL UNIV, INFORMATION RESOURCES BR.** Information Services Section perform duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training) and post-secondary educational institutions such as **universities**, Ryerson Polytechnic Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-2151

**COLL UNIV, INSTITUTIONAL ACCOUNTING** and Architectural Services BR administers all transfer payment programs (operating grants: 965-5237, and capital funding



965-5238) to **universities** and Colleges of Applied Arts and Technology (CAAT) and related institutions. Prepares claims on federal-provincial cost sharing programs (965-5239). Maintains an overview of the physical facilities of **universities** and colleges, and provides architectural advice to the ministry (965-6563).

416-965-5233

COLL UNIV, ONTARIO COUNCIL ON UNIVERSITY AFFAIRS (OCUA) advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted **universities**, Ryerson Polytechnical Institute, the Ontario Institute for Studies in Education, the Ontario College of Art, and the Bar Admission Course (Law Society Of Upper Canada). For general information re **universities**, contact Coll Univ Information Resources Branch, Toronto, 965-6134.

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario **universities**. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

## UNMARRIED MOTHERS

Unmarried Mothers, see Mothers.

## UNORGANIZED TERRITORIES

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the **unorganized territories** in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land use and coverage policies, funding preparation of required secondary plans, funding planning programs for **unorganized territories**, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects and programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario adminis-

tered by the Program Planning Br. Isolated Communities Assistance Fund for **unorganized territories** administered by the Regional Offices, community and regional development including townsite and community planning and infrastructure, airport construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in **unorganized territories** in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

## UPHOLSTERED AND STUFFED ARTICLES

416-965-4720

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising selling and unfair business practices by: real estate and business brokers and salesmen mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturer and renovators of **upholstered and stuffed articles**, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-965-212

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of **upholstered and stuffed articles**; inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture mattresses, pillows, clothing materials, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

## UPPER CANADA VILLAGE

613-543-295

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and **Upper Canada Village** east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Wint

recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

## URBAN RENEWAL

Urban Renewal, see Housing Community Renewal Br A.

## URN GARDENS

Urn Gardens, see Cemeteries

## USED CAR

Used Car, see CCR Motor Vehicle Dealers Br.

## VACATION PAY

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, **vacation pay**, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

## VACCINE

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for **vaccine**, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies **vaccine** and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.



## VEGETABLES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & **vegetables**. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, **vegetables**, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires licences of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, **vegetables**, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of fruit, **vegetables** and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-259-5471

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and **vegetables** in Ontario.

## VEGETATION DAMAGE

416-965-5777

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates **vegetation damage** claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

## VEHICLE THEFT

416-965-8044

SOL. GEN. OPP. AUTO THEFT BR provides assistance to all police forces on investigation of organized **vehicle theft** rings and the identification of suspect vehicles.

## VEHICLES

Vehicles, see also Government Vehicles. Liens on motor vehicles, see CCR Personal Property Registration Br listed below.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor **vehicles** dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidal schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of accidents caused by drivers of uninsured, stolen and hit and run **vehicles** by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their **vehicles** without insurance.

416-963-0411

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor **vehicles**. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor **vehicles**. Contact Queen's Park or Regional Office.

416-965-7655

CCR, PERSONAL PROPERTY REGISTRATION Branch (phone no. changes to 963-0451 Fall, 1978) operates the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property (e.g. motor **vehicles**) when property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests or liens when buying personal property or accepting it as collateral for a loan. Inquire through owner's name or motor vehicle serial number by telephone for Deposit Account Holders or in person & by mail upon payment of a fee. Contact local PPSR branch. In Toronto call 965-7359 (963-0461 effective Fall, 1978). System serves the financial community, vehicle dealers, the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of **vehicles** to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological

developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor **vehicles**. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor **vehicles**, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict **vehicles** sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-8041

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigation of organized vehicle theft rings and the identification of suspect **vehicles**.

416-965-445

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains central police records centre, the Ontario Provincial Police (OPP) teletype network, an Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information to law enforcement agencies on criminal activities, suspended Ontario drivers, and **vehicles** registration.

416-965-544

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of **vehicles** to determine how to make highways safer.

416-248-715

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor **vehicles** including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor **vehicle** auditing of school bus inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor **vehicles** for compliance with the law on oversize and overweight **vehicles**. Oversize/overweight



permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues licences to public **vehicles** (PV), e.g. bus and charter operations and to public commercial **vehicles** (PCV), e.g. trucks, truck tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-248-7226

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on **vehicles** and transportation equipment, instrumentation design, construction and application assistance on all testing needs. Performs data processing for the Research & Development Division. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of transportation services on highways, resulting in the issuance of licences (e.g. Public **Vehicles** & Public Commercial **Vehicles**) for the carriage of goods and/or passengers for compensation.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial **vehicles** by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and **vehicles**. Manages the vehicle equipment approval program and investigates accidents in which condition of **vehicles** may have been contributory factor. Develops and modifies procedures for safety standards enforcement. Prepares drafts for proposed legislation and regulations.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial **vehicles**, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: stability of **vehicles**, braking and handling

including effects of mechanical and structural condition as related to operational performance and safety, impact of new vehicle standards and provincial highway regulations on safety, driver characteristics and commercial **vehicles** accidents data and statistics.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail **vehicles**, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric **vehicles**; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor **vehicles**, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor **vehicles** (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for **vehicles** and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor **Vehicles** Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of **vehicles** see TR & COMM Vehicle Records & Information.

416-965-1500

TR & COMM, VEHICLE RECORDS & INFORMATION, Licensing & Control B provides information on **vehicles** to the police (965-4395) & for a fee to insurance companies legal firms & the public. Write to: Vehicle Records Section, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or District Offices. Search Group (965-1563) provide current or historical (to 4 years) data on **vehicles** ownership & description, searched by plate number, owner's name or serial number. Insurance information is restricted to insurance companies & legal firms. Fee is \$3.00. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at \$2. Inquire about replacements already applied for a 965-4620. Public Resolve Group (965-3635) helps correct records on **vehicles** when parking summonses & warrants were wrongly issued, or **vehicles** were sold & purchaser failed to complete transaction.

## VENDORS PERMITS

416-965-5777

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue **vendors permits** and provide information concerning exemptions and

other aspects of the retail sales tax as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

## VENEREAL DISEASE

416-965-4058

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease)** clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of **venereal disease**. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

## VENTURE INVESTMENT CORPORATIONS

416-963-0223

**CCR, ONTARIO SECURITIES COMMISSION (OSC)** maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers **Venture Investment Corporations** under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-965-1160

**REVENUE, CORPORATIONS TAX BR** administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the **Venture Investment Corporations Act** (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

## VETERANS

416-965-4891

**COMM SOC, SOLDIERS AID COMMISSION** provides emergency welfare assistance to eligible war **veterans** and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

## VETERINARY

**G & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO** inquires into research programs on agriculture, **veterinary** medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph (519-824-4120). In Toronto contact 965-6695.



416-965-5841

**AG & FOOD, VETERINARY SERV BR LABORATORY SECTION** operates six laboratories that provide assistance to the livestock industry and **veterinary** practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

**AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION** issues licences to and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

**AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES** Section administers the Acts concerning these **veterinary** requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance **veterinary** service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-965-4231

**HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL** Services are the responsibility of the **Veterinary** Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test milk products. Approves acceptable milk containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4231

**HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY** Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

## VICTIMS

416-965-4711

**ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD** provides compensation to **victims** who have received physical injury as the result of an unprovoked crime of violence, or

the dependents of an innocent victim of a fatal occurrence. Also provides compensation to police and others taking part in law enforcement.

416-963-0501

**CR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC)** provides compensation to **victims** of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

416-750-3440

**CORR SERV, PROBATION & PAROLE ADULT BR (B).** The Community Work Order (C.W.O.) Project assigns non-violent offenders to perform service to the community as a condition of a probation order. The Project does not eliminate opportunities for paid employment because tasks are those normally done by volunteers or in reparation to **victims** for damage done by offenders. Seven pilot projects across Ontario are being evaluated over a two-year period. To inquire about volunteer help on C.W.O., organizations with projects of tangible benefit to the community should write: Provincial Coordinator, Community Work Order Project, Min. of Correctional Services, 2001 Eglinton Ave. East, Scarborough, Ont. M1L 4P1. See also Corr Serv Probation & Parole Adult Br (A).

## VILLAGES

Villages, see municipalities

## VISUAL ARTS

Visual Arts, see Ontario Arts Council, also Arts

## VOCATIONAL REHABILITATION

Vocational Rehabilitation, see Rehabilitation

## VOCATIONAL SCHOOLS

Vocational Schools, see Private Vocational Schools

## VOCATIONAL TRAINING

Vocational Training, see Private Vocational Schools, also Rehabilitation, also Industrial Training

## VOLUNTEER

Volunteer, see also Cult & Rec Resource Centre

416-750-3440

**CORR SERV, PROBATION & PAROLE ADULT BR (B).** The Community Work Order (C.W.O.) Project assigns non-violent offenders to perform service to the community as a condition of a probation order. The Project does not eliminate opportunities for paid employment because tasks are those normally done by volunteers or in reparation to victims for damage done by offenders. Seven pilot projects across Ontario are being evaluated over a two-year period. To inquire about **volunteer** help on C.W.O., organizations with projects of tangible benefit to the community should write: Provincial Coordinator, Community Work Order Project, Min. of Correctional Services, 2001 Eglinton Ave. East, Scarborough, Ont. M1L 4P1. See also Corr Serv Probation & Parole Adult Br (A).

416-750-3475

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening training and supervision of **volunteer** workers who are involved in rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, and with probationers and parolees. There are opportunities for **volunteer** participation in most areas of the province.

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants; prepares publications and advises them on matters such as information management, policy, staffing and **volunteer** training. Contact field offices.

416-965-4400

SOL GEN, OPP, AUXILIARY POLICE BR consists of **volunteer** auxiliary police who report to regular detachments and assist with regular police duties. Apply at local OPP detachment. Requirements to become a member of the OPP auxiliary are exactly the same as those of the regular force.

## VOTERS LISTS

Provincial Voters Lists, see Ontario Election Office. Municipal Voters Lists, see Revenue Assessment Field Operations Br.

## VOTES AND PROCEEDINGS

416-965-1400

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and **Votes and Proceedings**, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

## WAGES

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Board Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re **wages**, collective agreements, etc.



416-965-5251

**LABOUR, EMPLOYMENT STANDARDS BR** sets and enforces standards of **wages** and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid **wages** on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of **wages** and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of **wages** rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-6101

**LABOUR, LABOUR RESEARCH BR** provides information on **wages**, labour relations, safety, collective bargaining, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

## WASAGA PARK

705-429-2516

**NAT RES, WASAGA PARK PROJECT.** As part of a broader program of conserving areas containing unique natural resources and providing for public access to a large, high quality natural beach, the province has undertaken the development of a year-round recreational community at Wasaga Beach. This inter-ministry project involves integrated planning by Treasury, Economics & Intergov't. Affairs, Transportation & Communications, Environment, Natural Resources, Housing, Industry & Tourism. The second 5-year phase incorporating arterial road improvements and installation of sewage and water facilities commences in 1978-79 upon Cabinet approval. The Min. of Natural Resources coordinates project. Write: Box 183, Wasaga Beach, L0L 2P0.

## WASTE

Waste, see also Waste Disposal Sites, also Pollution

416-965-2531

**ENV, ENVIRONMENTAL APPEAL BOARD** provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, **waste** disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-2214

**ENV, POLLUTION CONTROL BR INDUSTRIAL** Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial **waste** treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive **waste** management program including new procedures for resource recovery and recycling, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of **waste** management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-3007

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of **waste** in Ontario including means of reducing the quantity produced, of assisting in the development of resource recovery from the **waste** stream, and of improving the aesthetic quality of the physical environment.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of **waste** from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to **waste** inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper **waste** disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial **waste** utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario.

The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

## WASTE DISPOSAL SITES

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. **waste disposal sites**) Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates at planning stage certain activities by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (approval to establish or extend **waste disposal sites**) the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, **waste disposal sites**, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, **waste disposal sites**, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict



vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

## WASTEWATER

Wastewater, see Env Regional Operations Division (B), also Env Pollution Control Br Development & Research Group.

## WATER

Water, see also Drinking Water

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, **water**, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of **water** and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control pollution; coordinates and conducts applied research in the areas of **water** supply, and sewage and wastewater treatment, and provides technical support and training in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a **Water** Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides

technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to **water**, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, **water** supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and **water** works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. **water** supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public **water** and sewage service areas. Administers grants programs for certain sewage and **water** works to regional or restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal **water** and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides **water** and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of **water** from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-6141

ENV, WATER RESOURCES BR DATA SYSTEMS and Administration Section designs, develops and implements systems that store, retrieve and process data related to the programs of the **Water Resources Branch**.

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates **water** quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the **water** taking permit program. Contact regional office.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the **water** environment. Limnology Unit monitors **water** quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains **water** resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable **water** quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of **water** management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal **water** supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. Serves doctors,



hospitals, other ministries, and analyzes drinking water for the general public. For drinking **water** specimen mailing kits call local public health laboratory.

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of **water** and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include **water** and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, **water** management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

## WATER ACCESS

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, **water** access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

## WATER LOTS

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and **water lots**; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

## WATERFOWL

Waterfowl, see also Ornithology, Wildlife

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, **waterfowl** hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks.

For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, **waterfowl** and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

## WATERWAY

705-743-9311

NAT RES, CAN-ONT RIDEAU-TRENT-SEVERN SECRETARIAT coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement signed in February, 1975 by the federal Minister of Indian and Northern Affairs and the provincial Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational land corridor and **waterway** between Ottawa and Georgian Bay. Objectives include a pollution-free environment, adequate public recreation areas and adequate commercial and private development.

## WEAPONS

Weapons, see also Firearms

416-965-4485

SOL GEN, OPP, QUARTERMASTER STORES BR is responsible for stocking and distributing all items of uniform and equipment for Ontario Provincial Police, Ontario Government Protective Service, Indian policing and auxiliary police, stationery and office supply needs. Maintains a repository of **weapons** seized by police forces, which have been cleared for disposal.

## WEED

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the **Weed Control Act**. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

## WELCOME HOUSE

416-965-1192

**CULT & REC, CITIZENSHIP BR** programs relate to reception, orientation and language training of immigrants. The multilingual **Welcome House** (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

## WELDERS

416-965-4121

**CCR, PRESSURE VESSELS BR** strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to **welders**. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

## WELFARE

416-965-5142

**COMM SOC, MUNICIPAL WELFARE CONSULTING BR** establishes policy for General **Welfare** Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

**COMM SOC, PROVINCIAL BENEFITS BR** provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as **GAINS-D** (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal **welfare** departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.



416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General **Welfare** Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefit (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency **welfare** assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General **Welfare** (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

## WELLS

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, **wells**, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, **wells** to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air

pollution data. Advises on drilling **wells**. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-2105

**ENV, WATER RESOURCES BR HYDROLOGY & Monitoring** Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water **wells** and participates in policy making and application of the water taking permit program. Contact regional office.

## **WHEEL-RAIL TECHNOLOGY**

Wheel-Rail Technology, see TR & COMM Systems Research & Development Br

## **WIDOWS**

Widowed spouse of teachers, see Educ Teachers Superannuation Commission.

416-965-2648

**COMM SOC, PROVINCIAL BENEFITS BR** provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like **widows** over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to \$150 monthly. Contact District Office.

## **WILDLIFE**

416-824-4120

**AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY** in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and **wildlife**, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-6283

**NAT RES, CONSERVATION AUTHORITIES BR** encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation

land management programs (reforestation and woodlot management, **wildlife** management, outdoor recreation information and education).

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and **wildlife** licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's **wildlife** resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial **Wildlife** Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that **wildlife** interests are considered. Conducts research on **wildlife** management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

## WILLS

Wills, see also Revenue Succession Duty Br

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from **wills** and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT probates **wills** of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost **Wills**. Contact local Surrogate Court Registrar.



## WINE

416-562-4141

**AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO** conducts horticultural research to increase production and develop new varieties of fruit, vegetables and **wine**. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-4911

**CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO)** oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and **wine**) for home consumption and to licensed establishments through government stores throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare **wine** and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply (965-0153). Consultants are available in liquor stores in some metropolitan areas to advise on choosing **wine**. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

## WINTARIO

416-965-6256

**CULT & REC, ARTS SERVICES BR** develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating grants to provincial cultural institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the **Wintario** Non-Capital Arts Program and provides grants for cultural exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec Cultural Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

416-961-6262

**CULT & REC, ONTARIO LOTTERY CORPORATION** manages **Wintario** and the Provincial Lottery. Proceeds from **Wintario** are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from Provincial Lottery sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (**Wintario**: 870-9170, Provincial Lottery: 870-9161). For **Wintario** grants information call 965-2390 or ministry field offices. For Provincial Lottery health research grants see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

416-965-2390

**CULT & REC, WINTARIO GRANTS** Information Office is an information service for the **Wintario** Grants Program. Net profits from **Wintario** are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

**WOLFORD CHAPEL**

Wolford Chapel, see Cult & Rec, Simcoe Memorial Foundation

**WOMEN**

416-965-1421

AG & FOOD HOME ECONOMICS BR helps people in the rural areas, primarily **women**, to develop an appreciation of ideals and standards for successful home and family living; gives training in home economics and stimulates **women** to become local leaders.

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to Ontario government ministries and Crown agencies in developing, coordinating and monitoring affirmative action plans to upgrade the status of their **women** employees. Provides impetus and technical advice to individual Deputy Ministers (program managers) and Women's Advisors (consultants). Prepares annual report on the status of **women** Crown employees. Reports regularly to Management Board on the progress of the corporate program which promotes equal opportunity for **women** employed in the private sector. This program is undertaken by this ministry's Women's Bureau. For affirmative action activities by specific ministries and agencies contact ministry or agency Women's Advisor.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the employment status of **women** in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of **women** employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of **women** in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native **women**.

416-965-1111

ONTARIO STATUS OF WOMEN COUNCIL is an advisory Council consisting of a chairman and sixteen members, all appointed by the Government. Advises the Ontario Government through the Provincial Secretariat for Social Development, on matters pertaining to the status of **women** in Ontario. Co-ordinates and monitors the implementation of recommendations contained in the report 'Equal Opportunity for **Women** in Ontario: A Plan For Action'. Reports annually to the Legislature through the Provincial Secretary for Social Development. Several committees are active in such areas as: education, labour, health, child care and **women** with special needs.

**WORKERS**

Workers, see Employees. Workers' occupational health, see Occupational Health. See also Workmen's Compensation Board.

## WORKING CONDITIONS

416-965-1455

**CIV SERV, PUBLIC SERVICE APPEAL BOARDS.** The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, **working conditions** and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-5251

**LABOUR, EMPLOYMENT STANDARDS BR** sets and enforces standards of wages and **working conditions** in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and **working conditions** for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and **working conditions** for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-6101

**LABOUR, LABOUR RESEARCH BR** provides information on wages, labour relations, safety, collective bargaining, **working conditions**, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

## WORKMEN'S COMPENSATION BOARD

416-965-8500

**WORKMEN'S COMPENSATION BOARD (WCB)** administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.



## WRESTLING

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and **wrestling** and amateur sports in Ontario. Licenses professional boxers and wrestlers.

## WRITERS

Writers, see Ontario Arts Council

## X-RAYS

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce **X-Rays** used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of the regulation apply only to the healing arts.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest **x-rays** of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial **X-Rays**, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

## YOUTH

Youth, see also Children, also Juveniles.

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses,

commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for **youth** in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed **youth** (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and **youth** institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and **youth** (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and **youth** who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating emotionally disturbed children are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to

administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, **youth**, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-3540

**ONTARIO YOUTH SECRETARIAT** researches information and advises the Ontario Government and ministries on policies and programs involving **youth** (persons approximately 16 - 24 years). The Secretariat coordinates government **youth** programs including youth employment, e.g. summer employment for students. It also provides an information service on government **youth** services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

## **YOUTH EMPLOYMENT**

416-965-3540

**ONTARIO YOUTH SECRETARIAT** researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including **youth employment**, e.g. summer employment for students. It also provides an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

**TE & IA, SUBSIDIES BR** administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. **Youth Employment** Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

## **ZONING**

Zoning, see also Official Plans

416-965-1912

**ATT GEN, ONTARIO MUNICIPAL BOARD** performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of **zoning** bylaws, official plans and any appeal as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.



416-965-3352

**HOUSING, COMMUNITY PLANNING ADVISORY BR** is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and **zoning** bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing **zoning** bylaws under the Planning Act.

416-965-6418

**HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR** administers Minister's **zoning** order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal **zoning** bylaws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

416-248-3621

**TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR** subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and **zoning** so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

## ZONOSSES

Zoonoses,    see    Health    Community    Health    Protection    Br    Veterinary.



# Directory of Regional and Field Offices

## MINISTRY OF AGRICULTURE AND FOOD

### Agricultural Representatives County/District Offices

#### Algoma

1496 Wellington St. E.,  
Sault Ste. Marie P6A 2R1  
705-253-1941

#### Brant

207 Greenwich St.,  
Brantford N3S 2X7  
519-759-4190

#### Bruce

Box 1330,  
Walkerton N0G 2V0  
519-881-3301

#### Carleton

26 Thorncliffe Pl.,  
Ottawa K2H 6L2  
613-828-9167

#### Cochrane North

Experimental Farm,  
Kapuskasing P5N 2X9  
705-335-5828

#### Cochrane South

Box 608,  
Matheson P0K 1N0  
705-273-2509

#### Dufferin

Box 100,  
Orangeville L9W 2Z5  
519-941-3830

#### Dundas

Box 488,  
Winchester K0C 2K0  
613-774-2313

#### Durham

234 King St. E.,  
Bowmanville L1C 1P5  
416-623-3348

#### Elgin

594 Talbot St.,  
St. Thomas N5P 1C7  
519-631-4700

#### Essex

46 Fox St.,  
Essex N8M 2S2  
519-776-7361

#### Frontenac

Box 651, 1055 Princess St.,  
Kingston K7L 1H3  
613-544-1995

#### Glengarry

Box 579,  
Alexandria K0C 1A0  
613-525-1046

#### Grenville

Box 2004,  
Kemptville K0G 1J0  
613-238-7326



**Grey**

181 Toronto St. S.,  
Markdale N0C 1H0  
519-986-2040

**Haldimand**

Box 129,  
Cayuga N0A 1E0  
416-772-3381

**Halton**

181 Main St.,  
Milton L9T 1N7  
416-453-9766

**Hastings**

Box 340,  
Stirling K0K 3E0  
613-395-3393

**Huron**

Box 159,  
Clinton N0M 1L0  
519-482-3428

**Kenora**

Ont. Govt. Building, Box 3000,  
Dryden P8N 3B3  
807-223-2415

**Kent**

Box 726, 435 Grand Ave. W.,  
Chatham N7M 5L1  
519-354-2150

**Lambton**

Box 730,  
Petrolia N0N 1R0  
519-882-0180

**Lanark**

10 Sunset Blvd.,  
Perth K7H 2Y2  
613-267-1063

**Leeds**

Box 635,  
Brockville K6V 5V8  
613-342-2124

**Lennox & Addington**

41 Dundas St. W.,  
Napanea K7R 1Z5  
613-354-3371

**Manitoulin**

Box 328,  
Gore Bay P0P 1H0  
705-282-2043

**Middlesex**

195 Dufferin Ave.,  
London N6A 1K7  
519-434-6811

**Muskoka & Parry Sound**

Box 130,  
Huntsville P0A 1K0  
705-789-5491

**Niagara North**

Vineland Station L0R 2E0  
416-562-4142

**Niagara South**

574 South Pelham St.,  
Welland L3C 3C6  
416-732-7552

**Nipissing**

222 McIntyre St. W.,  
North Bay P1B 2Y8  
705-474-3050

**Norfolk**

19 Kent St. S.,  
Simcoe N3Y 2X7  
519-426-0680

**Northumberland**

Box 820,  
Brighton K0K 1H0  
613-394-2998

**Ontario**

Box 309,  
Uxbridge L0C 1K0  
416-852-3328

**Oxford**

Box 666,  
Woodstock N4S 7Z5  
519-537-6621

**Peel**

3 Elizabeth St. S.,  
Brampton L6Y 1P7  
416-451-5474

**Perth**

413 Hibernia St.,  
Stratford N5A 5W2  
519-271-0280

**Peterborough**

55 George St. N.,  
Peterborough K9J 3G2  
705-745-2403

**Prescott**

Box 110,  
Plantagenet K0B 1L0  
613-673-5115

**Prince Edward**

Box 470,  
Picton K0K 2T0  
613-476-3224

**Rainy River**

Front St.,  
Emo P0W 1E0  
807-482-2310

**Renfrew**

315 Raglan St. S.,  
Renfrew K7V 1R6  
613-432-4841

**Russell**

666 Rue Notre Dame, Box 540,  
Embrun K0A 1W0  
613-443-3391

**Simcoe North**

Box 340,  
Elmvale L0L 1P0  
705-322-2231

**Simcoe South**

Box 370,  
Alliston L0M 1A0  
705-435-5521

**Stormont**

Box 655, 109-11th St. W.,  
Cornwall K6H 5T3  
613-933-1581

**Sudbury**

1414 LaSalle Blvd.,  
Sudbury P3A 1Z0  
705-566-1630

**Timiskaming**

Box 'G'  
New Liskeard P0J 1P0  
705-647-6701

**Thunder Bay**

Ont. Govt. Bldg.,  
435 James St. S.,  
Thunder Bay 'F' P7E 6E3  
807-475-1631

**Victoria**

322 Kent St. W.,  
Lindsay K9V 2Z9  
705-324-6125

**Waterloo**

824 King St. W.,  
Kitchener N2G 1G1  
519-744-5294

**Wellington**

Box 159,  
Fergus N1M 2W7  
519-843-2231

**Wentworth**

R.R. 1,  
Ancaster L9G 3K9  
416-527-2995

**York**

Newmarket Plaza,  
Newmarket L3Y 2N1  
416-895-4519

**MINISTRY OF THE ATTORNEY  
GENERAL**

**Assessment Review Court  
Regional Offices**

**Eastern Region**

2378 Holly Lane,  
Ottawa K1V 7P1  
613-731-7166

**Metro Toronto Region**

80 Bloor St. W., Suite 701,  
Toronto M5S 1L9  
416-965-6826

**Central, Georgian Bay & Lake Huron  
Region**

713 Davis Dr.,  
Newmarket L3Y 2R3  
416-895-1274

**Lake Ontario Region**

277 George St. N., Suite 207,  
Peterborough K9J 3G9  
705-743-7960

**Grand River/Niagara Region**

678 Main St. E.,  
Hamilton L8M 1K2  
416-549-4173

**Southwestern Region**

426 Third St.,  
London N5W 4W6  
519-453-6660

**Northern Region**

Northgate Shopping Centre,  
North Bay P1B 2H3  
705-474-1612



### Northern Branch Office

85 Great Northern Rd.,  
Sault Ste. Marie P6B 4Y8  
705-949-5280

## MINISTRY OF COLLEGES AND UNIVERSITIES

### Industrial Training Branch District & Local Offices

#### Toronto District Office

32 Grenville St.  
Toronto M4Y 1A3  
416-965-6461

#### Oakville Local Office

Sheridan College, Lakeshore Campus  
South,  
Oakville L6J 1H8  
416-272-0630

#### London District Office

520 First St., Unit 19,  
London N5V 3C6  
519-453-7190

#### Waterloo Local Office

421 King St. N.,  
Waterloo N2J 4E4  
519-884-5460

#### Windsor District Office

1427 Ouellette Avenue, 2nd Floor,  
Windsor M8X 1K1  
519-254-8654

#### Chatham Local Office

St. Clair College, Thames Campus,  
Box 2017,  
Chatham N7M 5W4  
519-354-9100 (Ext. 243)

### Sarnia Local Office

Box 969,  
Sarnia N7T 7K4  
519-542-7751

### Hamilton District Office

1 West Avenue South  
Hamilton L8N 2R9  
416-527-9105

### Brantford Local Office

City Hall, Room 229,  
100 Wellington Sq.,  
Brantford N3T 2M3  
519-756-5197

### St. Catharines Local Office

Box 1240,  
St. Catharines L2R 7A7  
416-684-8543

### Ottawa District Office

2197 Riverside Dr., Suite 301,  
Ottawa K1H 7X3  
613-731-7100

### Brockville Local Office

St. Lawrence College, Box 1366  
Brockville K6V 5Y6  
613-345-0660 (Ext. 226)

### Cornwall Local Office

St. Lawrence College  
1111 Montreal Rd.  
Cornwall K6H 1E1  
613-933-6080

### Kingston Local Office

St. Lawrence College, Newcourt House  
Rm. N-110, P.O. Box 6000  
Kingston K7L 5A6  
613-544-5400 (Ext. 120)

**Pembroke Local Office**

Algonquin College  
315 Pembroke St. E., Box 203  
Pembroke K8A 6X3  
613-735-1041

**Peterborough District Office**

Sir Sandford Fleming College  
526 McDonnel St.  
Peterborough K9J 7B1  
705-743-4172

**Barrie Local Office**

Georgian College  
401 Duckworth St.  
Barrie L4M 3X9  
705-728-1951

**Belleville Local Office**

Loyalist College, Pioneer Bldg.  
19 Wallbridge Crescent  
Belleville K8P 1Z3  
613-968-8671

**Bracebridge Local Office**

Canada Manpower Centre  
98 Manitoba St., Box 1351  
Bracebridge P0B 1C0  
705-645-8643

**Oshawa Local Office**

Durham College, Box 385  
Oshawa L1H 7L7  
416-576-0171

**Owen Sound Local Office**

Georgian College, Box 700  
Owen Sound  
519-376-5790

**Sault Ste. Marie District Office**

421 Bay St., 4th Flr.  
Sault Ste. Marie P6A 1X3  
705-942-4420

**North Bay Local Office**

1500 Fisher St., Northgate Plaza  
North Bay P1B 2H3  
705-474-5546

**Sudbury Local Office**

Cambrian College, Rm. 3152  
1400 Barrydowne Rd.  
Sudbury P3A 3V8  
705-560-3440

**Timmins Local Office**

Northern College, Box 1183  
Timmins P4N 7J5  
705-235-3644

**Thunder Bay District Office**

1265 Arthur St. E., 4th Flr.  
Thunder Bay P7E 6E7  
807-475-1605

**Kenora Local Office**

37 Main St. S.  
Kenora P9N 1S8  
807-468-3325

**MINISTRY OF COMMUNITY AND  
SOCIAL SERVICES**

**Southern Ontario Area  
District Offices**

**Barrie**

70 Collier St., 5th Floor  
Barrie L4M 4Y2  
705-737-1311

**Belleville**

14 Bridge St. W., Box 816  
Belleville K8N 5B5  
613-962-9562

**Cornwall**

132 Second St. E, Box 1358,  
Cornwall K6H 5V4  
613-932-3381

**Hamilton**

100 Main St. E., 39th Floor  
Hamilton L8N 3X8  
416-526-9300

**Kingston**

1055 Princess St., Suite 103,  
Kingston K7L 5T3  
613-544-6206

**Lindsay**

322 Kent St. W., Ont. Govt. Bldg.,  
Lindsay K9V 5E5  
705-324-6128

**London**

495 Richmond St., 6th Fl.,  
London N6A 5A9  
519-438-5111

**Metro Toronto District**

110 Eglinton Ave. W., 4th Fl.,  
Toronto M4R 2C9  
416-965-8449

**Metro Toronto Local N.W.**

110 Eglinton Ave. W., 4th Flr.  
Toronto M4R 2C9  
416-487-4392

**Metro Toronto Local S.E.**

110 Eglinton Ave. W., 3rd Flr.  
Toronto M4R 2C9  
416-487-5441

**Metro Toronto Local N.E.**

1911 Eglinton Ave. E.  
Scarborough M1L 2L6  
416-752-6625

**Metro Toronto Local S.W.**

121 Kennedy Ave. 2nd Flr.  
Toronto M6S 2X8  
416-763-3631

**Ottawa**

2197 E. Riverside Dr., Suite 705,  
Ottawa K1H 7X3  
613-737-5520

**St. Catharines**

110 James St., 5th Floor, Box 176,  
St. Catharines L2R 6S4  
416-688-3022

**Waterloo**

75 King St. S., 5th Fl.,  
Waterloo N2J 1P2  
519-886-4700

**Windsor**

250 Windsor Ave., 1st Fl.,  
Windsor N9A 6V9  
519-254-9373

**York-Peel**

20 Nelson St. W., Suite 203,  
Brampton L6X 2M5  
416-453-3181



**Northern Ontario Area  
District Offices**

**Keewatin-Kenora**

104 Government Rd., Box 429,  
Keewatin P0X 1C0  
807-547-2801

**Kirkland Lake**

8 Hudson Bay Ave., Box 398,  
Kirkland Lake P2N 3J1  
705-567-3391

**North Bay**

222 McIntyre St. W., Suite 408,  
North Bay P1B 2Y8  
705-474-3540

**Sault Ste. Marie**

390 Bay St., 3rd Flr.  
Sault Ste. Marie P6A 1X2  
705-256-5666

**Sudbury**

127 Cedar St., 3rd Fl., Box 1120,  
Sudbury P3E 4S6  
705-674-3151

**Thunder Bay**

1200 Walsh St. W.,  
Thunder Bay P7E 4X4  
807-475-1515

**MINISTRY OF CONSUMER &  
COMMERCIAL RELATIONS**

**Field Offices**

**Hamilton**

Consumer Services Bureau  
Credit Unions Br  
Cemeteries Br  
Rms. 205-206, 143 Main St. E.,  
Hamilton. L9H 3V9  
416-529-8177  
Elevating Devices Br  
Pressure Vessels Br  
1 West Ave. S.,  
Hamilton. L8N 2R9  
416-527-2951

**Kingston**

Elevating Devices Br  
Upholstered & Stuffed Articles Br  
Pressure Vessels Br  
Cemeteries Br  
Ont. Gov't Bldg.,  
Suite 108, 1055 Princess St.,  
Kingston. K7L 1H3  
613-549-2600

**Kitchener**

Elevating Devices Br  
Pressure Vessels Br  
824 King St. W.,  
Kitchener. N2G 1G1  
519-744-7308  
Credit Unions Br  
Rm. 401, 251 King St. W.,  
Kitchener. N2G 1B5  
519-743-6723

## London

Credit Unions Br  
 Upholstered & Stuffed Articles Br  
 Cemeteries Br  
 Pressure Vessels Br  
 Elevating Devices Br  
 Consumer Services Bureau  
 Court House, Main Floor,  
 80 Dundas St.,  
 P.O. Box 5600, Terminal 'A',  
 London. N6A 2P3  
 519-679-7150

## Ottawa

Credit Unions Br  
 Cemeteries Br  
 Consumer Services Bureau  
 Ste. 102, 1673 Carling Ave.,  
 Ottawa. K2A 1C4  
 613-725-3679, 725-1489  
 Pressure Vessels Br  
 Elevating Devices Br  
 3rd Floor, Pebb Bldg.,  
 2197 Riverside Dr.,  
 Ottawa. K1H 7X3  
 613-731-2556

## Peterborough

Credit Unions Br  
 Consumer Services Bureau  
 139 George St. N.,  
 Peterborough. K9J 3G6  
 705-743-8728

## Sarnia

Pressure Vessels Br  
 Rm. 207, 700 N. Christina St.,  
 Sarnia. N7T 7N5  
 519-337-2254

## Sault Ste. Marie

Consumer Services Bureau  
 444 Queen St. E.,  
 Sault Ste. Marie. P6A 5M8  
 705-949-0332  
 Pressure Vessels Br  
 125 Brock St.  
 Sault Ste. Marie. P6A 3B6  
 705-949-3331

## Sudbury

Consumer Services Bureau  
 331 Regent St.,  
 Sudbury. P3C 4E1  
 705-675-8878  
 Credit Unions Br  
 295 Bond St.,  
 Sudbury. P3B 2J7  
 705-693-5852  
 Elevating Devices Br  
 1538 La Salle Blvd.,  
 Sudbury. P3A 1Z7  
 705-566-3071

## Thunder Bay

Credit Unions Br  
 Pressure Vessels Br  
 Elevating Devices Br  
 Consumer Services Bureau  
 425 James St. S.,  
 Box 5000,  
 Thunder Bay. P7E 5G6  
 807-475-1600, 1641

**Windsor**

Consumer Services Bureau  
Room 906, 880 Ouelette Ave.,  
Windsor. N9A 6V9  
519-254-6413  
Credit Unions Br  
Pressure Vessels Br  
Elevating Devices Br  
6th Floor,  
250 Windsor Ave.,  
Windsor. N9A 6V9  
519-254-6413

**Toronto**

Consumer Services Bureau  
555 Yonge Street,  
Toronto. M7A 2H6  
416-963-0321

**Ontario Rent Review**

**Metro Toronto**

*City of Toronto*  
77 Bloor St. W., 2nd Flr.  
Toronto M5S 1M2  
416-964-8281

*Etobicoke*

56 Aberfoyle Cres., 4th Flr.  
Etobicoke. M8X 2W4  
416-236-2681

*East York*

1880 O'Connor Dr., 2nd Flr.  
Toronto. M4A 1W9  
416-752-0683

*North York*

45 Sheppard Ave. E.,  
Willowdale M2N 2Z8  
416-226-6303

*Scarborough*

2100 Ellesmere Rd. E.,  
Scarborough M1H 3B7  
416-438-3452

*York*

702 Weston Rd.,  
Toronto M6N 3R2  
416-762-7545

**Central-West**

*Reg. Mun. of Hamilton-Wentworth,  
Halton, Haldimand-Norfolk &  
County of Brant*  
55 Hess St. S., 21st Flr.  
Hamilton L8P 4R8  
416-528-8701

*Reg. Mun. of Waterloo & the  
Counties of Wellington and Dufferin*  
30 Duke St. W.,  
Kitchener N2H 3W5  
519-579-5790

*Reg. Mun. of Niagara*  
80 King St., 4th Flr.  
St. Catharines L2R 7G1  
416-684-6562

**Central-East**

*County of Simcoe & District Mun.  
of Muskoka*  
110 Dunlop St. E.,  
Barrie L4M 1A5  
705-737-2111

*Reg. Mun. of Peel, South of the 401*  
1310 Dundas St. E.,  
Mississauga L4Y 2C1  
416-270-3280



*Reg. Mun. of Peel, North of the 401*

Room 1,  
85 Kennedy Rd. S.,  
Brampton L6W 3G1  
416-453-7372

*Reg. Mun. of Durham*

74 Simcoe St. S., 2nd Flr.  
Oshawa L1H 4G6  
416-579-4421

*Counties of Peterborough,  
Northumberland, Victoria  
& Haliburton*

340 George St. N.  
Peterborough K9H 7E8  
705-743-9511

*Reg. Mun. of York*

10255 Yonge St., 2nd Flr.  
Richmond Hill L4C 3B2  
416-884-6092

**Southwestern**

*Counties of Middlesex, Oxford,  
Elgin, Lambton, Perth & Huron*

80 Dundas St. W.,  
London. N6A 2P3  
519-673-1660

*Counties of Grey & Bruce*

896 Third Ave. E., 2nd Flr.,  
Owen Sound N4K 2K5  
519-376-3202

*Counties of Essex & Kent*

251 Goyeau St. 6th Flr.  
Windsor N9A 6V2  
519-253-3532

**Northeastern**

*Districts of Nipissing & Parry Sound*

215 Oak St. E.,  
North Bay P1B 8B8  
705-476-1231

*District of Algoma*

421 Bay St., 2nd Flr.  
Sault Ste. Marie P6A 1X3  
705-942-1123

*Reg. Mun. of Sudbury & Dists.  
of Sudbury & Manitoulin*

45 Elm St. E., 4th Flr.  
Sudbury P3C 1S3  
705-673-7173

*Dists. of Cochrane & Timiskaming*

273 Third Ave., 2nd Flr.  
Timmins P4N 1E2  
705-264-9555

**Northwestern**

*Dists. of Kenora & Rainy River*

37 Main St. S., 2nd Flr.  
Kenora P9N 1S8  
807-468-3159

*District of Thunder Bay*

435 James St. S., 3rd Flr.  
Thunder Bay P7E 6E3  
807-475-1595

**Eastern**

*Counties of Hastings & Prince Edward*

Suite 204,  
210 Dundas St. E.,  
Belleville K8N 5G8  
613-966-4451

*Counties of Stormont, Dundas & Glengarry, Prescott & Russell*

4 Montreal Rd. 3rd Flr.  
Cornwall K6H 1B1  
613-933-8662

*Counties of Frontenac, Lennox & Addington, Leeds & Grenville, & portion of Lanark*

74 Brock St., 2nd Flr.  
Kingston K7L 1R9  
613-549-4426

*Reg. Mun. of Ottawa-Carleton & portion of Lanark County*

265 Carling Ave., 4th Flr.  
Ottawa K1S 2E1  
613-238-5055

*County of Renfrew*

169 William St.  
Pembroke K8A 1N7  
613-735-0135

**Land Registry Offices (LRO) & Personal Property Security Registration (PPSR) Offices**

**Algoma**

P.O. Box 550,  
Elgin & Queen Sts.,  
Sault Ste. Marie P6A 5M8  
705-253-1126  
705-253-8887

**Brant**

Court House  
80 Wellington St.,  
Brantford N3T 2L9  
519-752-5571  
519-752-8321

**Bruce**

203 Cayley St.,  
P.O. Box 1690,  
Walkerton N0G 2V0  
519-881-2251, 2259

**Carleton\***

2 Daly Ave., Main Floor,  
Ottawa K1N 6E2  
613-232-3791

**Carleton**

Court House,  
67 Nicholas St.,  
Ottawa K1N 7B9  
613-238-1956

**Cochrane**

Court House,  
149 4th Ave.,  
P.O. Box 580,  
Cochrane P0L 1C0  
705-272-5896  
705-272-4025

**Dufferin**

75 First St.,  
Orangeville L9W 2E7  
519-941-1481

**Dundas\***

5th St.,  
Morrisburg K0C 1XC  
613-543-2583

**Durham**

400 Centre St. S.,  
Whitby L1N 4W2  
416-668-6811

## **Elgin**

Wellington St.,  
P.O. Box 4,  
St. Thomas N5P 3T9  
519-631-3015

## **Essex\***

356 Brock St.,  
Windsor N9C 3Z1  
519-254-6363

## **Essex**

250 Windsor Ave., 3rd Fl.  
Windsor N9A 6V9  
519-254-1813

## **Frontenac**

Court House,  
Kingston K7L 2N4  
613-548-8322

## **Glengarry\***

P.O. Box 668,  
63 Kenyon St. W.,  
Alexandria K0C 1A0  
613-525-1315

## **Grenville\***

P.O. Box 676,  
Centre St.,  
Prescott K0E 1T0  
613-925-3177

## **Grey North**

Court House,  
595 9th Ave. E.,  
Owen Sound N4K 3E3  
519-376-1637

## **Grey South\***

P.O. Box 10,  
16 Lambton St. E.,  
Durham N0G 1R0  
519-369-2642

## **Haldimand**

P.O. Box 310,  
Cayuga N0A 1E0  
416-772-3340

## **Haldimand (Lake Erie)\***

P.O. Box 4,  
Wellington St.,  
St. Thomas N5P 3T5  
519-631-3015

## **Haliburton\***

P.O. Box 270,  
Minden K0M 2K0  
705-286-1391

## **Halton**

Country Administration Bldg.,  
491 Steeles Ave. E.,  
Milton L9T 1Y7  
416-878-1882  
416-878-7287

## **Hastings**

Pinnacle Street,  
Court House, 3rd Fl.  
Belleville K8N 3A9  
613-968-4597

## **Huron**

38 North St.,  
Goderich N7A 2T4  
519-524-9562



**Kenora**

P.O. Box 350,  
220 Main St. S.,  
Kenora K7L 2N4  
807-468-3138

**Kent**

William St. N.,  
P.O. Box 1134,  
Chatham N7M 5L8  
519-352-5520

**Kent (Lake Erie)\***

P.O. Box 4,  
Wellington St.,  
St. Thomas N5P 3T5  
519-631-3015

**Lambton**

Court House,  
700 N. Christina St.,  
P.O. Box 3021,  
Sarnia N7V 3C2  
519-337-3265, Ext. 40

**Lanark South**

10 Sunset Blvd.,  
P.O. Box 278,  
Perth K7H 3M3  
613-267-1144

**Lanark North\***

P.O. Box 159,  
125 Brougham St.  
Almonte K0A 1A0  
613-256-1577

**Leeds**

P.O. Box 146,  
Williams St.  
Brockville K6C 5V2  
613-345-5751

**Lennox**

St. Thomas St.,  
P.O. Box 459,  
Napanee K0K 2R0  
613-354-3751

**Manitoulin**

Phipps St.,  
Gore Bay P0P 1H0  
705-282-2461  
705-282-2442

**Middlesex East**

Court House & Registry Office,  
80 Dundas St.,  
Terminal 'A'  
London N6A 2P3  
519-679-7185  
519-679-7180

**Middlesex West\***

P.O. Drawer 9,  
178 McKellar St.,  
Glencoe N0L 1M0  
519-287-2511

**Muskoka**

15 Dominion St.  
P.O. Box 1049,  
Bracebridge P0B 1C0  
705-645-4415

**Newcastle\***

P.O. Box 178,  
108 Liberty St. N.,  
Bowmanville L1C 3K9  
416-623-3751

### Niagara North

Landmark Bldg.,  
43 Church St., 5th Fl.  
P.O. Box 126,  
St. Catharines L2R 6R4  
416-682-9291  
416-682-1351

### Niagara South

20 Cross St. N.,  
P.O. Box 730,  
Welland L3B 3G1  
416-735-4011, 4013

### Nipissing

514 Main St. W.,  
North Bay P1B 2V4  
705-474-2270

### Norfolk

Court House,  
#3 Highway,  
Simcoe N3Y 4K8  
519-426-2216

### Norfolk (Lake Erie)\*

P.O. Box 4,  
Wellington St.,  
St. Thomas N5P 3T5  
519-631-3015

### Northumberland

Highway 2 West of  
Burnham Street,  
P.O. Box 668,  
Cobourg K9A 4R5  
416-372-3813

### Northumberland East\*

P.O. Box 339,  
King St.,  
Colborne K0K 1S0  
416-355-2338

### Northumberland West\*

P.O. Box 668,  
County Administration Bldg.,  
860 William St.,  
Cobourg K9A 4K8  
416-372-3813

### Ottawa\*

Court House,  
67 Nicholas St.,  
Ottawa K1N 7B9  
613-232-3791

### Oxford

75 Graham St.,  
P.O. Box 246,  
Woodstock N4S 6T8  
519-537-6286, 6287

### Parry Sound

28 Miller St.,  
P.O. Box 276  
Parry Sound P2A 2X4  
705-746-5816

### Peel\*

1 Wellington St. E.,  
Brampton L6W 1Y1  
416-457-5610

### Peel

7765 Hurontario St.,  
Brampton L6W 1Y1  
416-453-1272

### Perth

York St. W.,  
P.O. Box 902,  
Stratford N5A 6A6  
519-271-3343

**Peterborough**

Court House,  
470 Water St.  
Peterborough K9H 3M3  
705-745-0583, Ext. 44

**Port Hope\***

P.O. Box 122,  
17 Mill St. N.,  
Port Hope L1A 3W3  
416-885-5616

**Prescott**

P.O. Box 302,  
L'Original K0B 1K0  
613-675-4648, 4826

**Prince Edward**

P.O. Box 1310,  
1 Pitt St.,  
Picton K0K 2T0  
613-476-3219

**Rainy River**

353 Church St.  
P.O. Box 398  
Fort Frances P9A 3M7  
807-274-5451

**Renfrew**

283 Pembroke St. E.,  
P.O. Box 6,  
Pembroke K8A 3K2  
613-732-8331

**Russell\***

P.O. Box 10,  
Russell K0A 3B0  
613-445-2188

**Simcoe**

Court House,  
114 Worsley St.  
Barrie L4M 1M1  
705-728-1221, Ext. 60, 54

**Stormont**

P.O. Box 1268,  
127 Sydney St.  
Cornwall K6J 3P2  
613-932-4522

**Sudbury**

135 Elm St. W.,  
P.O. Box 1240,  
Sudbury P3E 4S7  
705-674-3151, Ext. 244, 245, 246

**Thunder Bay**

29 Royston Court,  
Postal Station 'P'  
Thunder Bay P7A 4Y7  
807-475-1235

**Timiskaming**

375 Main St.,  
P.O. Box 159,  
Haileybury P0J 1K0  
705-672-3332

**Toronto City\***

New City Hall,  
100 Queen St. W.,  
Toronto M5H 2N1  
416-965-7553

**Toronto & York\***

New City Hall,  
100 Queen St. W.,  
Toronto M5H 2N1  
416-965-5248



# **Toronto Boroughs & York South\***

New City Hall,  
100 Queen St. W.,  
Toronto M5H 2N1  
416-965-7588

# **Toronto\*\***

Central Registration Branch,  
400 University Avenue,  
3rd Floor,  
Toronto M7A 2J5  
Mail Only.

# **Victoria**

28 Francis St.  
P.O. Box 430,  
Lindsay K9V 4S5  
705-324-4912

# **Waterloo**

200 Frederick St., 3rd Fl.  
P.O. Box 35,  
Kitchener N2J 3Z7  
519-576-2370

# **Waterloo North\***

P.O. Box 35,  
122 Frederick St.  
Kitchener N2G 3W9  
519-742-1155

# **Waterloo South\***

150 Main St.  
(The Mall)  
Cambridge N1R 1W4  
519-653-5778

# **Wellington**

P.O. Box 905,  
21 Douglas St.  
Guelph N1H 2S7  
519-822-0251

# **Wellington North\***

P.O. Box 389,  
Arthur N0G 1A0  
519-848-2300

# **Wentworth**

Court House,  
50 Main St. E.,  
Hamilton L8N 1E9  
416-522-3556, 4598

# **York\*\***

The Court House,  
361 University Ave.,  
Room 107,  
Toronto M5G 1T3  
416-965-7359  
(963-0461 Fall, 1978)

# **York North\***

134 Main St.  
Newmarket L3Y 4W3  
416-895-9801

\*LRO only

\*\*PPSR only

# **MINISTRY OF CORRECTIONAL SERVICES**

# **Regional Offices**

# **Central Region**

2 Dunbloor Rd., Suite 312,  
Islington M9A 2E4  
416-248-3901

# **Northern Region**

229 Edmund St.,  
Sudbury P3E 1M1  
705-675-7582

**Eastern Region**

1055 Princess St., Suite 404,  
Kingston K7L 1H3  
613-544-0813

**Western Region**

101B Holiday Inn Dr.,  
Cambridge N3C 1Z3  
519-658-5101

**MINISTRY OF CULTURE AND  
RECREATION**

**Field Offices**

*Northwestern*

**Thunder Bay Regional Office**

435 James St. S., 3rd Fl.,  
Thunder Bay P7C 5G6  
805-475-1255

**Dryden**

479 Government Rd.,  
P.O. Box 3000,  
Dryden P8N 3B3  
807-233-2271

*Northeastern*

**North Bay Regional Office**

215 Oak St. E., 2nd Fl.,  
North Bay P1B 1A2  
705-474-3821

**Sault Ste. Marie**

390 Bay St., 3rd Fl.  
Sault Ste. Marie P6A 1X2  
705-942-0419

**Sudbury**

1760 Regent St. S.,  
Sudbury. P3E 3Z8  
705-522-1416

**Timmins**

22 Wilcox St., 2nd Fl.,  
Timmins. P4N 3K6  
705-267-7117

*Central West*

**Hamilton Regional Office**

1083 Barton St. E., 2nd Fl.,  
Hamilton. L8L 3E2  
416-549-2471

**Waterloo**

55 Erb St. E.,  
Waterloo. N2J 4K8  
519-886-3520

*Eastern*

**Ottawa Regional Office**

Rideau Trust Bldg.,  
1 Nicholas St., Room 1116,  
Ottawa. K1N 7B7  
613-232-1116

**Kingston**

1055 Princess St., Suite 204,  
Kingston. K7L 5T3  
613-542-7349

**Belleville**

14 Bridge St. W., Box 816,  
Belleville. K8N 5B5  
613-968-3474

### *Central East*

#### **Toronto Regional Office**

700 Bay St., 8th Fl.,  
Toronto. M7A 2R9  
416-965-0283

#### **Barrie**

114 Worsley St.,  
Barrie. L4M 1M1  
705-737-3301

#### **Peterborough**

340 George St.N.,  
Peterborough K9H 7E8  
705-748-3711

### *Southwestern*

#### **London Regional Office**

495 Richmond St., 5th Fl.,  
London. N6A 5A9  
519-438-2947

#### **Hanover**

427 Tenth Ave.,  
Hanover. N4N 1P8  
519-364-1626

#### **Windsor**

250 Windsor Ave., 6th Fl.,  
Windsor. N9A 6V9  
519-256-4919

#### **Indian Community Secretariat Field Offices**

#### **Brantford** Moved to:

55 Erb St. E.  
Waterloo N2J 3W7  
519-886-3520

#### **Dryden**

Box 3000  
Dryden. P8N 3BC  
807-223-3221

#### **Fort Frances**

Box 613  
Fort Frances. P9A 3M9  
807-274-9732

#### **Geraldton**

Box 778, Geraldton  
807-854-0169

#### **Kenora**

20 Main St.  
Kenora P9N 1S7  
807-468-5568

#### **Moosonee** Moved to:

22 Wilcox Ave., 2nd Fl.,  
Timmins P4N 3K6  
705-267-7117

#### **Orillia**

15 Matchedash St. N.  
Orillia L3V 4T4  
705-325-9561

#### **Red Lake**

Box 215, Red Lake  
807-727-2055

#### **Sault Ste. Marie**

390 Bay St., 3rd Fl.  
Sault Ste. Marie P6A 1X2  
705-942-3751

#### **Sudbury**

1760 Regent St. S.  
Sudbury P3E 3Z8  
705-522-1310



**Thunder Bay**

221 Bay St.  
Thunder Bay P7B 1R1  
807-475-1225

**MINISTRY OF EDUCATION**

**Regional Offices**

**Northwestern Ontario Region**

435 James St. S., Box 5000,  
Thunder Bay 'F' P7C 5G6  
807-475-1571

**Midnorthern Ontario Region**

1349 Lasalle Blvd.,  
Sudbury P3A 1Z5  
705-566-3480

**Northeastern Ontario Region**

447 McKeown Ave., Box 3020,  
North Bay P1B 8K7  
705-474-7210

**Central Ontario Region**

2025 Sheppard Ave. E., Suite 3201,  
Willowdale M2J 1W4  
416-491-0330

**Western Ontario Region**

759 Hyde Park Rd.,  
London N6H 3S6  
519-472-1440

**Ottawa Valley Region**

1825 Woodward Dr.,  
Ottawa K2C 0R2  
613-225-2230

**MINISTRY OF THE  
ENVIRONMENT**

**Regional & District Offices**

*NORTHWESTERN*

**Thunder Bay Regional Office**

435 James St. S., Box 5000,  
Thunder Bay P7C 5G6  
807-475-1205

**Kenora**

808 Robertson St., Box 5750,  
Kenora P9N 1X9  
807-468-5578

*NORTHEASTERN*

**Sudbury Regional Office**

469 Bouchard St., Regency Mall,  
Sudbury P3E 2K8  
705-522-8282

**Timmins**

83 Algonquin Blvd. W.,  
Timmins P4N 2R4  
705-264-9474

**Sault Ste. Marie**

445 Albert St. E.,  
Sault Ste. Marie P6A 2J9  
705-949-4640

**North Bay**

1500 Fisher St., Northgate Plaza,  
North Bay P1B 2H3  
705-476-1001

**Parry Sound**

74 Church St.,  
Parry Sound P2A 1Z1  
705-746-2139

## *SOUTHWESTERN*

### **London Regional Office**

985 Adelaide St. S.,  
London N6E 1V3  
519-681-3600

### **Windsor**

250 Windsor Ave., 6th Fl.,  
Windsor N9A 6V9  
519-254-5129

### **Sarnia**

242 A Indian Rd. S., Suite 2095,  
Sarnia N7T 3W4  
519-336-4030

### **Owen Sound**

220 — 11th St. E., Suite 108,  
Owen Sound N4K 1T9  
519-371-2901

### **Chatham (Sub District Office)**

435 Grand Ave. W.,  
Chatham N7L 3Z4  
519-352-5107

## *WEST-CENTRAL*

### **Stoney Creek Regional Office**

140 Centennial Parkway N.,  
Stoney Creek L8E 3H2  
416-561-7410

### **Cambridge**

400 Clyde Rd., Box 219  
Cambridge N1R 5W6  
519-623-2080

### **Welland**

637-641 Niagara St. N.,  
Welland L3C 1L9  
416-735-0431

### **Simcoe (Sub District Office)**

645 Norfolk St. N.,  
Simcoe N3Y 3R2  
519-426-1940

## *CENTRAL*

### **Toronto Regional Office**

150 Ferrand Dr., Suite 700,  
Don Mills M3C 3C3  
416-425-3000

### **South Peel Area System**

2575 Haines Rd.,  
Mississauga L4Y 1Y7  
416-270-1451

### **Barrie**

12 Fairview Rd.,  
Barrie L4N 4P3  
705-726-1730

### **Muskoka — Haliburton**

Gravenhurst P0C 1G0  
705-687-3408

### **Peterborough**

139 George St. N.,  
Peterborough K9J 3G6  
705-743-2972

### **Halton — Peel**

125 Cross Ave.,  
Oakville L6J 2W8  
416-844-5747

### **Huntsville (Sub District Office)**

100 Main St. E.,  
Huntsville P0A 1K0  
705-789-2386

***SOUTHEASTERN***

**Kingston Regional Office**

133 Dalton St., Box 820,  
Kingston K7L 4X6  
613-549-4000

**Ottawa**

2378 Holly Lane,  
Ottawa K1V 7P1  
613-521-3450

**Cornwall**

4 Montreal Rd., 2nd Fl.,  
Cornwall K6H 1B1  
613-933-7402

**Belleville**

15 Victoria Ave.,  
Belleville K8N 1Z5  
613-962-9208

**Pembroke**

1000 MacKay St., Box 67,  
Pembroke K8A 6X1  
613-732-3643

**MINISTRY OF GOVERNMENT  
SERVICES**

**Property Management Branch**

**Regional & Area Offices**

**Downsview Region**

171 Judson St.,  
Toronto M8Z 1A4  
416-252-5058

**Queen's Park Region**

16 Grosvenor St.,  
Toronto M7A 1N7  
416-965-6811

**York Region**

178 Queen's Quay E.,  
Toronto M5A 1B4  
416-965-6034

**Georgian Bay Region**

24 James St. E., Box 790,  
Orillia L3V 6K7  
705-325-7403

**Guelph Region**

400 Elizabeth St.,  
Guelph N1E 2Y1  
519-822-1150

**Kemptville Region**

Ont. Govt. Bldg., P.O. Bag 2008,  
Kemptville K0G 1J0  
613-269-4764

**Kingston Region**

1055 Princess St., Box 8000,  
Kingston K7L 1H3  
613-544-8955

**Lindsay Region**

322 Kent St. W., Box 7000,  
Lindsay K9B 4S9  
705-324-9188

**London Region**

900 Highbury Ave., Box 2452,  
London N6A 4G3  
519-453-3550

**Niagara Region**

345 Park St. W., Box 100,  
Dundas L9H 5E7  
416-627-3515



**Northeast Region**

Highway 69, South McFarlane Lake,  
 Postal Station 'A',  
 Sudbury P3A 4S9  
 705-522-5830

**Northwest Region**

20 Alberta St., Box 3020,  
 Thunder Bay P7B 5G5  
 705-475-1285

**Algoma Area**

255 Conmee Ave.,  
 Sault Ste. Marie P6C 1W4  
 705-949-4515

**Cochrane Area**

Hollinger Lane, Box 520,  
 Schumacher P0N 1G0  
 705-264-2234

**North Bay Area**

1353 Gorman St., North Bay P1B 2Y3  
 705-476-2260

**Kenora Area**

720 Robertson St., Box 516,  
 Kenora P9N 3X5  
 807-468-7002

**Hamilton**

25 Main St. W.,  
 Hamilton L89 4P9  
 416-528-3481

**Kenora Sub-Office**

333 Second St. S.,  
 Kenora P9N 1G3  
 807-468-9554

**Kingston**

1055 Princess St.,  
 Kingston K7L 5A9  
 613-546-3811

**Kitchener Sub-Office**

665 King St. E., Suite 202,  
 Kitchener N2G 2M4  
 519-745-7379

**London**

227 Queen's Ave.,  
 London N6A 1J8  
 519-433-4561

**Mississauga**

55 City Centre Drive  
 Mississauga L5B 1M3  
 416-275-2730

**Oshawa**

44 Bond St. W.,  
 Oshawa L1G 1A4  
 416-576-2870

**Ottawa**

75 Albert St.,  
 Ottawa K1P 5Y9  
 613-237-9100

**MINISTRY OF HEALTH****Ontario Health Insurance Plan (OHIP)  
Regional & Sub-Offices****Barrie Sub-Office**

114 Warsley St.,  
 Barrie L4M 1M1  
 705-726-0328

**Peterborough Sub-Office**

P.O. Box 275, Suite 204  
Peterborough  
705-743-2140

**St. Catharines Sub-Office**

15 Church St., Suite 301,  
St. Catharines L2R 3B5  
416-682-6658

**Sudbury**

295 Bond St.,  
Sudbury P3B 2J8  
705-675-9111

**Thunder Bay**

435 James St. S.,  
Thunder Bay P7C 5G6  
807-475-1431

**Timmins Sub-Office**

38 Pine St. N., Suite 110,  
Timmins P4N 6K6  
705-267-1164

**Toronto**

2195 Yonge St.,  
Toronto M4W 1G9  
416-482-1111

**Windsor Sub-Office**

1427 Ouellette Ave.,  
Windsor N8X 1K5  
519-258-7560

**Nursing Home Inspection Service  
Regional Offices**

**London**

227 Queen's Ave.,  
London N6A 1J8  
519-432-1866

**Ottawa**

2427 Holly Lane,  
Ottawa K1V 7P2  
613-731-7876

**Toronto**

880 Bay St., 6th Fl.,  
Toronto M5S 1Z6  
416-965-4690

**Regional Public Health Laboratories**

**Hamilton**

Box 2100,  
Hamilton L8N 3R5  
416-385-5379

**Kingston**

Box 240,  
Kingston K7L 4V8  
613-546-2686

**London**

Box 5704, Terminal A,  
London N6A 4L6  
519-455-9310

**Orillia**

Box 600,  
Orillia L3V 6K5  
705-325-7449

**Ottawa**

Box 6301, Station J,  
Ottawa K2A 1S8  
613-828-2442

**Palmerston**

Box 700,  
Palmerston N0G 2P0  
519-343-2015 (Ext. 235)

**Peterborough**

Box 265,  
Peterborough K9J 6Y8  
705-743-6811

**Sault Ste. Marie**

Box 220,  
Sault Ste. Marie P6A 5L6  
705-254-7132

**Sudbury**

1300 Paris Crescent,  
Sudbury P3E 3A3  
705-522-2640

**Thunder Bay**

Box 1100, Station F,  
Thunder Bay P7C 4X9  
807-622-6449

**Timmins**

206 5th Ave.,  
Timmins P4N 5L3  
705-264-8771

**Toronto**

Box 9000, Terminal 'A',  
Toronto M5W 1R5  
416-248-3196

**Windsor**

Box 1616,  
Windsor N9A 6S2  
519-969-4341

**Psychiatric Hospitals Branch****Brockville**

Brockville Psychiatric Hospital,  
Box 1050,  
Brockville K6V 5W7  
613-345-1461

**Hamilton**

Hamilton Psychiatric Hospital,  
Box 585, Hamilton L9C 3N6  
416-388-2511

**Kingston**

Kingston Psychiatric Hospital,  
Box 603,  
Kingston K7L 4X3  
613-546-1101

**London**

London Psychiatric Hospital,  
850 Highbury Ave., Box 2532,  
London N6A 4H1  
519-455-5110

**North Bay**

North Bay Psychiatric Hospital,  
Box 3010,  
North Bay P1B 8L1  
705-474-1200

**Penetanguishene**

Mental Health Centre,  
Box 698,  
Penetanguishene L0K 1P0  
705-549-7431

**St. Thomas**

St. Thomas Psychiatric Hospital,  
Box 2004,  
St. Thomas N5P 3V9  
519-631-8150

**Toronto**

Lakeshore Psychiatric Hospital,  
3131 Lakeshore Blvd. W.,  
Toronto M8V 1K9  
416-259-8291



**Toronto**

Queen St. Mental Health Centre,  
999 Queen St. W.,  
Toronto M6J 1H4  
416-533-8501

**Whitby**

Whitby Psychiatric Hospital,  
P.O. Box 613,  
Whitby L1N 5S9  
416-668-5881

**Northern Ontario Public  
Health Services**

**Moosonee**

P.O. Box 57,  
Moosonee  
705-336-2294

**North Bay**

Northgate Plaza, 2nd Fl., Box 272,  
North Bay  
705-472-3720

**Sault Ste. Marie**

75 Elgin St., Box 121,  
Sault Ste. Marie  
705-256-2224

**Sudbury**

174 Larch St., Box 1231,  
Sudbury  
705-674-3151 (Ext. 262)

**Thunder Bay**

435 James St. S., Box 5000,  
Postal Station F., Thunder Bay  
807-475-1341

**Timmins**

217 Algonquin Blvd. E.,  
Box 491,  
Timmins  
705-264-4763

**Ambulance Services Branch  
Regional Offices**

**South Western**

London Psychiatric Hospital,  
850 Highway Ave., Box 2532,  
London N6A 4H1  
519-453-6630

**Central Western**

Chedoke Hospital, Box 590,  
Hamilton L8N 3L6  
416-389-2273

**Central**

7 Overlea Blvd., 7th Fl.,  
Toronto M4H 1A8  
416-965-8042

**Eastern**

1017 Merivale Rd.,  
Ottawa K1Z 6A6  
613-725-2081

**North Eastern**

Sudbury General Hospital,  
700 Paris St.,  
Sudbury P3E 3B5  
705-674-6693

**North Western**

Lakehead Psychiatric Hospital,  
580 Algoma St. N.,  
P.O. Box 2930, Unit 'C',  
Thunder Bay 'P' P7B 5K7  
807-344-3571

## MINISTRY OF HOUSING

**Ontario Housing Corporation (OHC)  
Housing Operations Branch (Metro)**

### District Offices

#### District 'A'

33 Belshaw Place,  
Toronto M5A 3H6  
416-366-7851

#### District 'B'

90 Parma Court,  
Toronto M4A 1A6  
416-751-1037

#### District 'C'

3181 Eglinton Ave. E.,  
Toronto M1J 2G9  
416-261-7297

#### District 'D'

55 Greenbrae Circuit,  
Toronto M1H 1R1  
416-438-0211

#### District 'E'

275 Shuter St.,  
Toronto M5A 1W4  
416-366-7768

#### District 'F'

30 Falstaff,  
Toronto M6L 2C9  
416-247-5395

#### District 'G'

12 Flemington Rd.,  
Toronto M6A 2N4  
416-789-7581

#### District 'H'

232 Jamestown Cres.,  
Toronto M9V 3M8  
416-742-6401

#### District 'I'

2743 Victoria Park Ave.,  
Toronto M1T 1A8  
416-499-4510

#### District 'J'

3725 Dundas St. W.,  
Toronto M6S 2T5  
416-766-3425

**Ontario Housing Corporation (OHC)  
Housing Operations Branch (Ontario)**

### Branch Offices

#### Northern Ontario Branch

907 Lorne St.,  
Sudbury P3C 4R9  
705-675-8351

#### Eastern Ontario Branch

1 Nicholas St.,  
Ottawa K1N 7B7  
613-237-0612

#### Central Ontario

47 Sheppard Ave. E., 5th Fl.,  
Willowdale M2N 2Z8  
416-226-9150

#### Northwestern Ontario

435 James St. S.,  
Thunder Bay P7C 5G6  
807-475-1465

**Southern Ontario**

55 Hess St. S., Penthouse,  
Hamilton L8P 4R8  
416-527-9216

**Southwestern Ontario**

80 Dundas W.,  
London N6A 2P3  
519-679-7110

**Community Planning Advisory Branch  
Regional Offices**

**Head Office**

60 Bloor St. W., 8th Fl.,  
Toronto M4W 3K7  
416-965-3352

**Central Region**

47 Sheppard Ave. E.,  
Willowdale M2N 2Z8  
416-226-1855

**South East Region**

244 Rideau St., 3rd Fl.,  
Ottawa K1N 5Y3  
613-233-9301

**North East Region**

758 La Salle Blvd. W.,  
Sudbury P3A 4V4  
705-560-0120

**North West Region**

435 James St. S.,  
Thunder Bay P7C 5G6  
807-475-1651

**South West Region**

495 Richmond St.,  
London N6A 5A9  
519-673-1611

**MINISTRY OF INDUSTRY &  
TOURISM**

**Small Business Operations Division**

**Area & Field Offices**

*CENTRAL EAST*

**Metro Toronto Area Office**

5 Fairview Mall Dr., Suite 480,  
Willowdale M2J 2Z1  
416-491-7680

**Orillia**

73 Mississaga St. E., 2nd Fl.,  
Box 488, Sterling Trust Bldg.,  
Orillia L3V 6K2  
705-325-1363

**Peterborough**

139 George St. N.,  
Peterborough K9J 3G6  
705-742-3459

*CENTRAL WEST*

**Kitchener Area Office**

305 King St. W.,  
Kitchener N2G 1B9  
519-744-6391

**St. Catharines**

Garden City Skyway, Box 3024,  
St. Catharines L2R 7E6  
416-684-2345

*SOUTHWESTERN*

**London Area Office**

195 Dufferin St., Suite 607,  
London N6A 1K7  
519-433-8105



## **Owen Sound**

1131 Second Ave. E., Suite 104,  
Owen Sound N4K 2J1  
519-376-3875

## **Windsor**

250 Windsor Ave., 2nd Fl.,  
Windsor N9A 6V9  
519-252-3475

## *EASTERN*

### **Ottawa Area Office**

220 Laurier Ave., Suite 900,  
Ottawa K1P 5Z9  
613-237-6280

### **Brockville**

143 Parkdale Ave.,  
Brockville K6V 6B2  
613-342-5522

### **Kingston**

797 Princess St., 4th Fl.,  
Kingston K7L 1G1  
613-546-0174

## *NORTHEASTERN*

### **Sudbury Area Office**

767 Barrydowne Rd.,  
Sudbury P3Z 3T6  
705-560-1330

### **Sault Ste. Marie**

120 Huron St., Box 1196,  
Sault Ste. Marie P6A 5N7  
705-253-1103

### **Timmins**

273 Third Ave., Suite 200,  
Timmins P4N 1E2  
705-264-5393

## *NORTHWESTERN*

### **Thunder Bay Area Office**

435 James St. S., 3rd Fl.,  
Thunder Bay P7C 5G6  
807-475-1325

### **Tourism Operations Branch**

### **Field Offices**

#### **Arnprior**

146 John St. N.,  
Arnprior K7S 3H6  
613-623-3153

#### **Barrie**

Box 350,  
Barrie L4M 4T5  
705-726-0932

#### **Brockville**

143 Parkdale Ave.,  
Brockville K6V 6B2  
613-342-5522

#### **Cornwall Travel Info.**

903 Brookdale Ave.,  
Cornwall K6J 4P3  
613-933-2420

#### **Fort Frances**

283 Church St., Box 815,  
Fort Frances P9A 3N1  
807-274-3250

#### **Huntsville**

15 Main St. E.,  
Huntsville P0A 1K0  
705-789-4448

**Kenora**

808 Robertson St., Box 5140,  
Kenora P9N 3X9  
807-468-6481

**Kingston**

797 Princess St., Suite 401,  
Kingston K7L 1G1  
613-546-0174

**Kitchener**

305 King St. W.,  
Kitchener N2G 1B9  
519-744-6391

**Hill Island Travel Info.**

Lansdowne (Hill Island)  
Lansdowne K0E 1L0  
613-659-2108

**London**

195 Dufferin St., Suite 607,  
London N6A 1K7  
519-433-8105

**Niagara Falls Travel Info.**

5629 Falls Ave.,  
Niagara Falls L2E 3P7  
416-358-3761

**North Bay**

Northgate Plaza, 1500 Fisher St.,  
North Bay P1B 2H3  
705-472-9660

**Orillia**

73 Mississaga St. E., 2nd Fl., Box 488,  
Orillia L3V 6K2  
705-325-1363

**Ottawa**

220 Laurier Ave., Suite 900,  
Ottawa K1P 5G8  
613-237-6280

**Owen Sound**

1131 Second Ave. E., Suite 104,  
Owen Sound N4K 2J1  
519-376-3875

**Peterborough**

139 George St. N.,  
Peterborough K9J 3G6  
705-742-3459

**Sarnia Travel Info.**

Blue Water Bridge, Box 151,  
Sarnia N7T 7H9  
519-344-7403

**St. Catharines**

Garden City Skyway, Box 3024,  
St. Catharines L2R 7E6  
416-684-2345

**Sault Ste. Marie**

120 Huron St., Box 1196,  
Sault Ste. Marie P6A 5N7  
705-253-1103

**Sudbury**

767 Barrydowne Rd.,  
Sudbury P3A 3T6  
705-560-1330

**Thunder Bay**

435 James St. S., 3rd Fl., Box 5000,  
Thunder Bay P7C 5G6  
807-475-1325

**Metro Toronto**

5 Fairview Mall Dr., Suite 480,  
Willowdale M2J 2Z1  
416-491-7680

**Windsor**

110 Park St. E.,  
Windsor N9A 3A9  
519-252-8368

**The Development Corporations**

**Head Office**

Mowat Block, Queen's Park,  
900 Bay St.,  
Toronto M7A 2E7  
416-965-4622

**Ontario Development  
Corporation**

**Field Offices**

**Toronto**

5 Fairview Mall Dr., Suite 340,  
Willowdale M2J 2Z1  
416-491-7996

**London**

195 Dufferin Ave., Suite 606,  
London N6A 1K7  
519-433-2871

**Orillia**

73 Mississaga St. E., Box 746,  
Orillia L3V 6K7  
705-325-5553

**Eastern Ontario Development  
Corporation**

**Field Offices**

**Ottawa**

220 Laurier St. W.,  
Ottawa K1P 5J8  
613-237-6299

**Kingston**

797 Princess St.,  
Kingston K7L 1G1  
613-547-3101

**Northern Ontario Development  
Corporation**

**Field Offices**

**Thunder Bay**

435 James St. S.,  
Thunder Bay P7C 5G6  
807-475-1671

**Sudbury**

767 Barrydowne Rd.,  
Sudbury P3A 3T6  
705-560-1422

**Timmins**

273 Third Ave.,  
Timmins P4N 1E2  
705-264-1323



**MINISTRY OF LABOUR**

**District Offices**

**Hamilton**

Administrative Operations  
Employment Standards  
Ont. Human Rights Commission  
1 West Ave. S.  
Hamilton L8N 2R9  
416-527-2951

**Kenora**

Administrative Operations  
Employment Standards  
Ont. Human Rights Commission  
808 Robertson St.  
Kenora P9N 1X9  
807-468-3128

**Kingston**

Administrative Operations  
Employment Standards  
1055 Princess St.  
Kingston K7L 1H3  
613-542-2853

**Kitchener**

Administrative Operations  
Employment Standards  
Ont. Human Rights Commission  
824 King St. W.  
Kitchener N2G 1G1  
519-744-5211, 744-7308

**London**

Administrative Operations  
Employment Standards  
Ont. Human Rights Commission  
560 Wellington St.  
London M6A 3R4  
519-438-2931, 438-5143

**Ottawa**

Administrative Operations  
Employment Standards  
2197 Riverside Dr.  
Ottawa K1H 7X3  
613-731-2556

**Peterborough**

Ont. Human Rights Comm.  
267 Stewart St.  
Peterborough K9J 3M8  
705-743-0361

**Sault Ste. Marie**

Administrative Operations  
Employment Standards  
Ont. Human Rights Commission  
125 Brock St.  
Sault Ste. Marie P6A 3B6  
705-949-3331

**Sudbury**

Administrative Operations  
Employment Standards  
Ont. Human Rights Commission  
1538 LaSalle Blvd.  
Sudbury P3A 1Z7  
705-566-3071

**Thunder Bay**

435 James St. S.  
Thunder Bay P7E 6E3  
807-475-1691

**Windsor**

Administrative Operations  
Employment Standards  
500 Ouellette Ave.  
Windsor N9A 1B3  
519-256-8278

**Mining Health and Safety Branch****District Offices****Bancroft**

P.O. Box 500,  
Bancroft, K0L 1C0  
613-332-3940

**Elliot Lake**

10-A Brunswick Walk,  
Elliot Lake P5A 2A8  
705-848-2885

**Kingston**

1055 Princess St., Suite 403,  
Kingston K7L 1H3  
613-542-4994

**Kirkland Lake**

4 Government Rd. E.,  
Kirkland Lake P2N 1A2  
705-567-5241

**London**

353 Richmond St.,  
London N6A 3C2  
519-672-0280

**Richmond Hill**

10720 Yonge St.,  
Richmond Hill L4C 3C9  
416-884-6551

**Sudbury**

112 The Kingsway  
Sudbury P3B 2E5  
705-566-2210

**Thunder Bay**

435 James St. S., Box 5000,  
Thunder Bay P7C 5G6  
807-475-1675

**Timmins**

60 Wilson Ave.,  
Timmins P4N 2S7  
705-267-1401

**Toronto**

400 University Ave., 2nd Fl.,  
Toronto M7A 1T7  
416-965-1328

**Construction Health and Safety Branch****Industrial Health and Safety Branch****District Offices****Hamilton**

1 West Ave. S.,  
Hamilton L8N 2R9  
416-527-2951

**Kingston**

1055 Princess St.,  
Kingston K7L 1H3  
613-542-2853

**Kitchener**

824 King St. W.,  
Kitchener N2G 1G1  
519-744-7308

**London**

560 Wellington St.,  
London N6A 3R4  
519-438-2931

**Ottawa**

2197 Riverside Dr.,  
Ottawa K1H 7X3  
613-731-2556

**Sault Ste. Marie**

125 Brock St.,  
Sault Ste. Marie P6A 3B6  
705-949-3331

**Sudbury**

1538 LaSalle Blvd.,  
Sudbury P3A 1Z7  
705-566-3071

**Thunder Bay**

435 James St. S.,  
Thunder Bay P7E 6E3  
807-475-1691

**Windsor**

500 Ouellette Ave.,  
Windsor N9A 1B3  
519-256-8278

**Workmen's Compensation Board**

**Head Office**

**Toronto**

2 Bloor St. E.,  
Toronto M4W 3C3  
416-965-8722

**Metro-Toronto Info. Centre**

952 College St.,  
Toronto M6H 1A5  
416-965-8864

**North/West Info. Centre**

1780 Weston Rd.,  
Weston M9N 1V8  
416-248-7131

**Area Offices**

**Hamilton**

100 Main St. E., Suite 4103,  
Hamilton L8N 3W6  
416-523-1800

**Kingston**

1055 Princess St., Suite 303,  
Kingston K7L 5T3  
613-544-9682

**Kitchener/Waterloo**

153 Frederick St.,  
Kitchener N2H 2M2  
519-576-4130

**London**

495 Richmond St.,  
London N6A 5A9  
519-433-2331

**North Bay**

189 Wyld St.,  
North Bay P1B 4V8  
705-472-5200

**Ottawa**

350 Sparks St., Suite 206,  
Ottawa K1R 7S8  
613-238-7851

**Sault Ste. Marie**

421 Bay St., Suite 205,  
Sault Ste. Marie P6A 1X3  
705-942-3002

**St. Catharines**

282 Linwell Rd., Suite 120,  
St. Catharines L2N 6N5  
416-937-2020



## **Sudbury**

224 Elm St. W.,  
Sudbury P3C 1V3  
705-673-6701

## **Thunder Bay**

1265 Arthur St. E., Room 101,  
Thunder Bay 'F', P7E 6E7  
807-623-4545

## **Timmins**

273 Third Ave., Suite 204,  
Timmins P4N 7H9  
705-267-6427

## **Windsor**

787 Ouellette Ave.,  
Windsor N9A 4J4  
519-256-3461

# **MINISTRY OF NATURAL RESOURCES**

## **Regional & District Offices**

### *Northwestern*

## **Kenora Regional Office**

808 Robertson St., Box 5160,  
Kenora P9N 3X9  
807-468-3111

## **Dryden District**

Box 640,  
Dryden P8N 2Z3  
807-223-3341

## **Fort Frances District**

922 Scott St.,  
Fort Frances P9A 1J4  
807-274-5337

## **Ignace District**

Box 448,  
Ignace P0T 1T0  
807-934-2233

## **Kenora District**

Box 5080  
Kenora P9N 3X9  
807-468-9841

## **Red Lake District**

Box 323,  
Red Lake P0V 2M0  
807-727-2531

## **Sioux Lookout District**

Box 309,  
Sioux Lookout, P0V 2T0  
807-737-1140

### *North Central*

## **Thunder Bay Regional Office**

435 James St. S., Box 5000,  
Thunder Bay 'F', P7C 5G6  
807-475-1261

## **Atikokan District**

108 Saturn Ave.,  
Atikokan P0T 1C0  
807-597-6971

## **Geraldton District**

Box 640,  
Geraldton P0T 1M0  
807-854-1030

## **Nipigon District**

Box 970,  
Nipigon 90T 2J0  
807-887-2120

**Terrace Bay District**

Box 280,  
Terrace Bay P0T 2W0  
807-825-3205

**Thunder Bay District**

435 James St. S., Box 5000,  
Thunder Bay 'F', P7C 5G6  
807-475-1511

**White River District**

200 Winnipeg St.,  
White River P0M 3G0  
807-822-2250

*Northern*

**Cochrane Regional Office**

140 Fourth Ave., Box 3000,  
Cochrane P0L 1C0  
705-272-4287

**Timmins Regional Sub-Office**

60 Wilson St.,  
Timmins P4N 2S7  
705-267-1401

**Chapleau District**

34 Birch St.,  
Chapleau P0M 1K0  
705-864-1710

**Cochrane District**

2 Third Ave., Box 730,  
Cochrane P0L 1C0  
705-272-4365

**Gogama District**

Gogama P0M 1W0  
705-894-2000

**Hearst District**

Box 670,  
Hearst P0L 1N0  
705-362-4346

**Kapuskasing District**

6 Government Rd.,  
Kapuskasing P5N 2W4  
705-335-6191

**Kirkland Lake District**

Box 129,  
Swastika P0K 1T0  
705-642-3222

**Moosonee District**

Box 190,  
Moosonee P0L 1Y0  
705-336-2987

**Timmins District**

896 Riverside Dr.,  
Timmins P4N 3W2  
705-264-1262

*Northeastern*

**Sudbury Regional Office**

174 Douglas St. W.,  
Sudbury P3E 1G1  
705-673-1111

**Sudbury (Geological Br.)**

112 Kingsway,  
Sudbury P3B 2E5  
705-566-2210

**Sault Ste. Marie (Mining Recorders Office)**

75 Elgin St.,  
Sault Ste. Marie P6A 2Y4  
705-254-6884

**Sault Ste. Marie (Forest Research)**

1219 Queen St. E.,  
Sault Ste. Marie P6A 5M7  
705-949-9461

**Tehkummah (Fisheries Research  
South Baymouth)**

R. R. # 1,  
Tehkummah P0P 2C0  
705-859-3137

**Sault Ste. Marie (Fisheries Research  
Lake**
**Superior & Geological Br.)**

875 Queen St. E.,  
Sault Ste. Marie P6A 2B4  
705-942-1411, 942-1414

**Blind River District**

62 Queen St., Box 190,  
Blind River P0R 1B0  
705-356-2244

**Espanola District**

Box 1340,  
Espanola P0P 1C0  
705-869-1330

**North Bay District**

Box 3070,  
North Bay P1B 8K7  
705-474-5550

**Sault Ste. Marie District**
**69 Church St.,**

Sault Ste. Marie P6A 5L5,  
705-949-1231

**Sudbury District**

P.O. Box 3500, Station A,  
Sudbury P3A 4S2  
705-522-7823

**Temagami District**

Box 38,  
Temagami P0H 2H0  
705-569-3622

**Wawa District**

22 Mission Rd., Box 1160,  
Wawa P0S 1K0  
705-856-2396

*Algonquin*
**Huntsville Regional Office**

Brendale Sq., Box 9000  
Huntsville P0A 1K0  
705-789-9611

**Dorset**

Leslie M. Frost Natural Resources  
Centre  
Dorset P0A 1E0  
705-766-2451

**Huntsville**

Construction Depot  
Box 1119  
Huntsville P0A 1K0  
705-789-4471

**Algonquin Park District**

Whitney K0J 2M0  
705-637-2780

**Bancroft District**

Box 500  
Bancroft K0L 1C0  
613-332-3940

**Bracebridge District**

Box 1138  
Bracebridge P0B 1C0  
705-645-5244



**Minden District**

Minden K0M 2K0  
705-286-1521

**Parry Sound District**

4 Miller St.,  
Parry Sound P2A 1S8  
705-746-2141

**Pembroke District**

Riverside Drive, Box 220  
Pembroke K8A 6X4  
613-732-3661

*Eastern Region*

**Kemptville Regional Office**

Prov. Govt. Bldg.,  
South Boundary Rd.,  
Kemptville K0G 1J0  
613-258-3413

**Brockville District**

101 Water St. W.,  
Brockville K6V 5Y8  
613-342-8524

**Cornwall District**

40 5th St. W., Box 1749,  
Cornwall K6H 5V7  
613-933-1774

**Lanark District**

Box 239,  
Lanark K0G 1K0  
613-259-2108

**Napanee District**

Napanee K0K 2R0  
613-354-2173

**Ottawa District**

Ramsayville K0A 2Y0  
613-822-2525

**Tweed District**

Metcalfe St.,  
Tweed K0K 3J0  
613-478-2330

*Central*

**Richmond Hill Regional Office**

10670 Yonge St.,  
Richmond Hill L4C 3C9  
416-884-9203

**Cambridge District**

R. R. #1, Beavertdale Rd.,  
Cambridge N3C 2V3  
519-658-9356

**Niagara District**

Hwy. 20, Box 1070,  
Fonthill L0S 1E0  
416-892-2656

**Lindsay District**

322 Kent St. W., Ont. Govt. Bldg.,  
Lindsay K9V 2Z9  
705-324-6121

**Maple District**

Maple L0J 1E0  
416-832-2261

**Huron District**

Midhurst L0L 1X0  
705-728-2900

*Southwestern***London Regional Office**

1106 Dearness Dr.,  
London N6E 1N9  
519-681-5350

**Aylmer District**

353 Talbot St. W.,  
Aylmer N5H 1S8  
519-773-9241

**Chatham District**

435 Grand Ave. W., Box 1168,  
Chatham N7M 5L8,  
519-354-7340

**Owen Sound District**

611 — 9th Ave. E.,  
Owen Sound N4K 3E4  
519-376-3860

**Simcoe District**

645 Norfolk St. N.,  
Simcoe N3Y 3R2  
519-426-7650

**Wingham District**

Box 490, Highway 4 S.,  
Wingham N0G 2W0  
519-357-3131

**MINISTRY OF NORTHERN  
AFFAIRS****Northwestern Regional Office****Kenora**

315 Main St. S., Box 2440,  
Kenora P9N 3X8  
807-468-3135

**Planning & Development Office****Thunder Bay**

435 James St. S., Box 5000,  
Thunder Bay 'F', P7E 6E3  
807-475-1585

**Community Service Offices****Atikokan**

123 Marks St., Box 940,  
Atikokan P0T 1C0  
807-597-2701

**Dryden**

18 King St.,  
Dryden P8N 1B1  
807-223-5231

**Fort Frances**

333 Church St., Box 717,  
Fort Frances P9A 3N1  
807-274-5329

**Geraldton**

103 Main St., Box 69,  
Geraldton P0T 1M0  
807-854-0266

**Ignace**

200 Beaver St., Box 196,  
Ignace P0T 1T0  
807-934-2260

**Kenora**

Court House — Water St., Box 139,  
Kenora P9N 3X1  
807-468-5548

**Marathon**

Peninsula Building, Box 280,  
Marathon P0T 2E0  
807-229-1153

**Rainy River**

408 Atwood Ave., Box 311,  
Rainy River P0W 1L0  
807-852-3287

**Red Lake**

242 Howey St., Box 950,  
Red Lake P0V 2M0  
807-727-2870

**Sioux Lookout**

Prov. Bldg., 2nd Fl., Box 147,  
Sioux Lookout P0V 2T0  
807-737-1318

**Thunder Bay**

140 S. May St.,  
Thunder Bay 'F', P7E 1B3  
807-475-1425

**Northeastern Regional Office**

**Sault Ste. Marie**

421 Bay St., 3rd Fl.,  
Sault Ste. Marie P6A 1X3  
705-942-0100

**Planning & Development Office**

**Sudbury**

174 Douglas St.,  
Sudbury P3E 1G1  
705-675-5641

**Community Service Offices**

**Blind River**

Box 760, 13 Lawton St.,  
Blind River P0R 1B0  
705-356-2226

**Chapleau**

3 Birch St.,  
Chapleau P0M 1K0  
705-864-1515

**Cochrane**

161 Sixth St., Box 668,  
Cochrane P0L 1C0  
705-272-4274

**Elliot Lake**

10 Brunswick Walk,  
Elliot Lake P5A 2A8  
705-848-7133

**Espanola**

100 Tudhope St., Box 1718,  
Espanola P0P 1C0,  
705-869-1532

**Hearst**

915 George St., Northern Seasons  
Motel,  
Hearst P0L 1N0  
705-362-4358

**Iroquois Falls**

253 Ambridge Dr.,  
Iroquois Falls  
705-232-4001

**Kapuskasing**

Box 86, Model City Mall,  
Kapuskasing P5N 2E7  
705-335-6008

**Kirkland Lake**

35 Prospect Ave., Box 635,  
Kirkland Lake P2N 3K1  
705-567-3291

**Mindemoya**

Box 128,  
Mindemoya P0P 1S0  
705-377-5396

**Moosonee**

Box 307,  
Moosonee P1O 1Y0  
705-336-2991

**New Liskeard**

Box 68, 49 Armstrong St.,  
New Liskeard P0J 1P0  
705-647-7391

**North Bay**

267 Main St. W.,  
North Bay P1B 2T8  
705-472-3911

**Sault Ste. Marie**

444 Queen St. E.,  
Sault Ste. Marie P6A 1Z7  
705-254-6623

**Sturgeon Falls**

191 Main St., Box 1930,  
Sturgeon Falls P0H 2G0  
705-753-2900

**Sudbury**

15 Frood Rd.,  
Sudbury P3C 4Y9  
705-675-1176

**Timmins**

60 Wilson Ave.,  
Timmins P4N 2S7  
705-267-1401

**Wawa**

P.O. Box 1370,  
55 Broadway Ave.,  
Wawa P0S 1K0  
705-856-2354

**MINISTRY OF REVENUE**
**Assessment Division**
**Area & Regional Offices**
**Eastern Ont. Area Office**

220 Laurier Ave. W.,  
Ottawa K1P 5Z9  
613-232-9673

**Prescott — Russell — Stormont —  
Dundas — Glengarry**

132 Second St. E.,  
Cornwall K6H 5R3  
613-933-7100

**Lanark — Leeds — Grenville**

Box 712, 95 Parkdale Ave.,  
Brockville K6V 5V8  
613-342-8242

**Ottawa — Carleton**

729 Bank St.,  
Ottawa K1G 3S5  
613-731-2620

**Renfrew**

24 Pembroke St. W.,  
Pembroke K8A 5M3  
613-735-0181

**Frontenac — Lennox — Addington**

1055 Princess St.,  
Kingston K7L 4Y8  
613-546-3801



**Northumberland — Hastings — Prince Edward**

80 Division St.,  
Trenton K8V 5R9  
613-392-2501

**Haliburton — Peterborough — Victoria**

33 Lindsay St. S., Box 267,  
Lindsay K9V 4S1  
705-324-9121

**Central Ontario Area Office**

200 Consumers Rd.,  
Willowdale M2J 4R4  
416-491-0836

**City of Toronto**

2221 Yonge St.,  
Toronto M4S 2B4  
416-486-6300

**North York**

55 Doncaster Ave.,  
Thornhill L3T 1L7  
416-889-9503

**Scarborough — East York**

7 Overlea Blvd.  
Toronto M4H 1A8  
416-423-1240

**Etobicoke — York**

4 Eva Rd.,  
Etobicoke M9C 2A8  
416-621-9400

**Durham**

605 Rossland Rd. E.,  
Whitby L1N 5S1  
416-668-9351

**York**

460 Oak St.,  
Newmarket L3Y 3X6  
416-920-2372

**Halton — Peel**

55 City Centre Dr.,  
Mississauga L5B 2C8  
416-270-8050

**Simcoe**

109 Ferris Lane,  
Barrie L4M 2Y1  
705-728-2270

**Muskoka**

Box 150, Hwy. 11, Pine St. E.,  
Bracebridge P0B 1C0  
705-645-5204

**Western Ont. Area Office**

Box 456, 14 Holiday Inn Dr.,  
Brantford N3T 5N9  
519-759-2176

**Niagara**

43 Church St.,  
St. Catharines L2R 7A7  
416-688-0233

**Wentworth**

447 Main St. E.,  
Hamilton L8N 1K1  
416-528-8621

**Brant — Haldimand — Norfolk**

Box 1176, 63 Charing Cross,  
Brantford N3T 5T3  
519-759-6310

**Waterloo**

150 Main St.,  
Cambridge N1R 1W3  
519-623-5210

**Dufferin — Wellington**

286 Victoria Rd. N.,  
Guelph N1E 5J3  
519-821-7440

**Elgin — Middlesex — Oxford**

Treasure Island Plaza, R.R. #4,  
London N6A 4B8  
519-681-0050

**Huron — Perth**

Box 190, 57 Napier St.,  
Goderich N7A 3Z2  
519-524-7326

**Bruce — Grey**

345 Eighth St. E.,  
Owen Sound N4K 5R4  
519-371-1121

**Kent — Lambton**

Box 1140, 435 Grand Ave. W.,  
Chatham N7M 5L8  
519-354-5460

**Essex**

880 Ouellette Ave.,  
Windsor N9A 1C7  
519-254-3771

**Northern Ontario Area Office**

1349 LaSalle Blvd.,  
Sudbury, P3A 1Z2  
705-560-1450

**Nipissing — Parry Sound**

Box 167, 1650 Harriet St.,  
North Bay P1B 8H2  
705-474-6150

**Cochrane — Timiskaming**

145 Wilson Ave.,  
Timmins P4N 2T2  
705-264-9455

**Manitoulin — Sudbury**

1177 Barrydowne Rd.,  
Sudbury P3A 3V4  
705-566-8200

**Algoma**

180 Brock St.,  
Sault Ste. Marie P6A 3B7  
705-949-3941

**Kenora — Rainy River — Thunder Bay**

115 Johnson Ave.,  
Thunder Bay P7B 2V9  
807-345-1221

**Retail Sales Tax Branch****District Offices****Belleville**

208 Dundas St. E.,  
Belleville K8N 1E3  
613-962-9108

**Hamilton**

361 King St. W.,  
Hamilton L8P 2B4  
416-528-8393

**Kitchener**

449 Belmont Ave. W.,  
Kitchener N2M 1N2  
519-744-6318

**London**

310 Wellington Rd.,  
London N6C 4P4  
519-433-4033

**North Bay**

1500 Fisher St., Northgate Plaza,  
North Bay P1B 2H3  
705-474-4900

**Orillia**

19 Front St. N.,  
Orillia L3V 6K5  
705-326-3519

**Ottawa**

1419 Carling Ave., Hampton Park Plaza,  
Ottawa K1Z 7L7  
613-728-5887

**Sudbury**

1536 LaSalle Blvd.,  
Sudbury P3A 1Z7  
705-674-3151

**Thunder Bay**

435 James St. S., Ont. Govt. Bldg.,  
Thunder Bay P7C 5G6  
807-475-1681

**Toronto**

2300 Yonge St.,  
Toronto M4P 1H6  
416-487-7161

**Welland**

76 Division St.,  
Welland L3B 3Z7  
416-688-1360

**Windsor**

250 Windsor Ave.,  
Windsor N9A 6V9  
519-252-4404

**MINISTRY OF THE SOLICITOR  
GENERAL**

**Ontario Provincial Police District  
Headquarters**

**District No. 1 *Chatham***

Box 990, 317 Queen St.,  
Chatham, N7M 5L6  
519-352-1122

**District No. 2 *London***

Box 3143, 823 Exeter Rd.,  
London, N6A 4J4  
519-681-0300

**District No. 3 *Burlington***

Box 5021, 1160 North Shore Blvd. E.,  
Burlington, L7R 3Y8  
416-528-0666

**District No. 4 *Niagara Falls***

Box 358, 5345 Stanley Ave.,  
Niagara Falls, L2E 6T8  
416-356-1311

**District No. 5 *Downsview***

Box 327, Hwy. 401 & Keele St.,  
Downsview, M3M 3A6  
416-248-3151

**District No. 6 *Mount Forest***

630 Main St. N.,  
Mount Forest, N0G 2L0  
519-323-3130

**District No. 7 *Barrie***

Box 550, 20 Rose St.,  
Barrie, L4M 4T7  
705-726-6484

#### **District No. 8 *Peterborough***

Box 477, Hwy. 7,  
Peterborough, K9J 6Z6  
705-742-0401

#### **District No. 9 *Belleville***

Box 148, 400 North Front St.,  
Belleville, K8N 4Z9  
613-968-6495

#### **District No. 10 *Perth***

Box 160, 75 Dufferin St.,  
Perth, K7H 3E3  
613-267-2626

#### **District No. 11 *Long Sault***

Box 430, Mille Roches Rd.,  
Long Sault, K0C 1P0  
613-534-2223

#### **District No. 12 *North Bay***

Box 685, Cor. Chippewa & Rose Ave.,  
North Bay P1B 8J8  
705-472-4343

#### **District No. 13 *Sudbury***

Box 666, 20 Yonge St. S.,  
Sudbury, P4E 4R6  
705-675-1361

#### **District No. 14 *Sault Ste. Marie***

Box 399, 740 Great Northern Rd.,  
Sault Ste. Marie, P6A 5M1  
705-524-1415

#### **District No. 15 *South Porcupine***

Box 700, Hwy. 101,  
South Porcupine, P0N 1H0  
705-235-3345

#### **District No. 16 *Thunder Bay***

Box 1080, 489 N. Algoma St.,  
Thunder Bay, P7B 5G5  
807-344-8421

#### **District No. 17 *Kenora***

Box 1080, 222 Water St.,  
Kenora, P9N 3X7  
807-468-8971

#### **Regional Coroners' Offices**

##### **York Region**

26 Grenville St., 2nd Fl.,  
Toronto M7A 2G9  
416-965-6678

##### **South Georgian Region**

Box 568, Riverside Centre,  
Bracebridge P0M 1C0  
705-645-8733

##### **Niagara Region**

43 Church St., Box 580,  
St. Catharines L2R 6WA  
416-682-9209

##### **East Central Region**

210 Dundas St. E., Suite 305,  
Belleville K8N 1B3  
613-966-4944

##### **Nipissing Region**

16 Seguin St., Suite 9,  
Parry Sound P2A 1B1  
705-746-2123

##### **Kenora Region**

479 Government Rd., Box 3000,  
Dryden P8N 3B3  
807-223-6956



**MINISTRY OF TRANSPORTATION  
& COMMUNICATIONS  
OPERATIONS DIVISION**

**Regional & District Offices**

**South Western Region**

**London**

659 Exeter Rd., Box 6338,  
London N5V 2Y4  
519-681-1441

**District No. 1 Chatham**

Box 910 — 60 Keil Dr.,  
Chatham N7M 5L3  
519-354-1400

**District No. 2 London**

Box 6008, 659 Exeter Rd.,  
London N5V 2Y4  
519-681-1441

**District No. 3 Stratford**

Box 8, 581 Huron St.,  
Stratford N5A 6S8  
519-271-3550

**District No. 5 Owen Sound**

Box 520, 1450 Seventh Ave. E.,  
Owen Sound N4K 5R1  
519-376-7350

**Central Region**

**Toronto**

3501 Dufferin St., Downsview M3K 1N6  
416-248-3458

**District No. 4 Burlington**

1182 North Shore Blvd., Box 5020,  
Burlington L7R 3Z9  
416-637-5625

**District No. 6 Toronto**

1201 Wilson Ave.,  
Downsview M3M 1J8  
416-248-3335

**District No. 7 Port Hope**

Box 150, 138 Hope St. N.,  
Port Hope L1A 3W3  
416-885-6381

**Eastern Region**

**Kingston**

355 Counter St., Postal Bag 4000,  
Kingston K7L 5A3  
613-544-2220

**District No. 8 Kingston**

Box 4000, 355 Counter St.,  
Kingston K7L 5A3  
613-544-2220

**District No. 9 Ottawa**

530 Tremblay Rd.,  
Ottawa K1G 0E4  
613-745-6841

**District No. 10 Bancroft**

Box 300, 64 Monck Rd.,  
Bancroft K0L 1C0  
613-332-3220

**Northern Region**

**North Bay**

447 McKeown Ave., Box 3030,  
North Bay P1B 8L2  
705-472-7900

**District No. 11 Huntsville**

207 Main St. W.,  
Huntsville P0A 1K0  
705-789-2391

**District No. 13 North Bay**

Box 3030, 447 McKeown Ave.,  
North Bay P1B 8L2  
705-472-7900

**District No. 14 New Liskeard**

Box 1390 — Rockley Rd.,  
New Liskeard P0J 1P0  
705-647-6761

**District No. 16 Cochrane**

Box 820, 50 Third Ave.,  
Cochrane P0L 1C0  
705-272-4333

**District No. 17 Sudbury**

Box 7000, Station A,  
Sudbury P3A 4S2  
705-522-9380

**North Western Region**

**Thunder Bay**

801 West Walsh St.,  
Thunder Bay P7C 4X9  
807-577-6451

**District No. 18 Sault Ste. Marie**

Box 500, MacDougall St.,  
Sault Ste. Marie P6A 5M6  
705-256-5682

**District No. 19 Thunder Bay**

Box 96, 801 West Walsh St.,  
Thunder Bay P7C 4V7  
807-577-6451

**District No 20 Kenora**

Box 1070, 808 Robertson St.,  
Kenora P9N 3X9  
807-468-6494

**MINISTRY OF TRANSPORTATION  
& COMMUNICATIONS  
DRIVERS & VEHICLES**

**Regional & District Offices**

**Southwestern Region**

**London**

659 Exeter Rd., Box 6338,  
London N5V 2Z1  
519-681-1441

**District 31 London**

659 Exeter Rd., Box 6338,  
London N5V 2Z1  
519-681-1441

**District 32 Windsor**

2090 Wyandotte Ave. E.,  
Windsor N8Y 1N2  
519-258-8312

**District 33 Kitchener**

524 Belmont Ave. W., Kitchener K2M  
1N2  
519-744-6348

**Central Region**

**Toronto**

1201 Wilson Ave.,  
Downsview M3M 1J8  
416-248-7163

**District 21 Scarborough**

773 Warden Ave.,  
Scarborough M1L 4C2  
416-752-7880

**District 23 Hamilton**

370 Kenora Ave.,  
Stoney Creek L8E 2W2  
416-561-5921

**District 22 Mississauga**

2520 Dixie Rd. S.,  
Mississauga L4Y 2A5  
416-279-5305

**Eastern Region**

**Kingston**

533 Montreal St.,  
Kingston K7K 3H9  
613-544-2220

**District 41 Kingston**

533 Montreal St.,  
Kingston K7K 3H9  
613-544-2220

**District 42 Ottawa**

1570 Walkley Rd.,  
Ottawa K1V 6P5  
613-731-1760

**Northern Region**

**North Bay**

447 McKeown Ave.,  
North Bay P1B 8L2  
705-472-7900

**District 51 North Bay**

447 McKeown Ave.,  
North Bay P1B 8L2  
705-472-7900

**District 53 Sault Ste Marie**

370 Lake St.,  
Sault Ste. Marie P6B 3L1  
705-254-4365

**District 52 Timmins**

883 Algonquin Blvd. W.,  
Timmins  
705-264-5349

**Northwestern Region**

**Thunder Bay**

801 West Walsh St.,  
Thunder Bay P7C 4X9  
807-577-5745

**Area 61 Thunder Bay**

801 West Walsh St.,  
Thunder Bay P7C 4X9  
807-577-5745

**Area 62 Kenora**

225 Matheson St.,  
Kenora P9N 3X1  
807-468-9715

**Dryden Office**

479 Government St., Box 902,  
Dryden P8N 2P4  
807-223-3237

**Fort Frances Office**

621 Mowatt Ave., Box 536,  
Fort Frances P9A 3M8  
807-274-6623

**MINISTRY OF TREASURY,  
ECONOMICS &  
INTERGOVERNMENTAL AFFAIRS**

**Field Offices**

**London**

495 Richmond St., 7th Floor,  
London N6A 5A9  
519-438-7255

**Orillia**

15 Matchedash St. N.,  
Orillia L3V 4T4  
705-325-6144

**Ottawa**

244 Rideau St.,  
Ottawa K1N 5Y3  
613-232-9446

**Sudbury**

1349 LaSalle Blvd.,  
Sudbury P3A 1Z2  
705-566-0901

**Thunder Bay**

435 James St. S., Box 5000,  
Thunder Bay P7C 5G6  
807-475-1621

**Toronto**

Frost Bldg. North, 4th Floor,  
Toronto M7A 1Y7  
416-965-1495



# Ministerial Responsibility for Acts

## Chairman of the Management Board of Cabinet

Crown Employees Collective Bargaining Act, 1972  
 Management Board of Cabinet Act, 1971  
 Public Service Act  
 Successor Rights (Crown Transfers) Act, 1977  
 Superannuation Adjustment Benefits Act, 1975

## Ministry of Agriculture and Food

Abandoned Orchards Act  
 Agricultural Associations Act  
 Agricultural Committees Act  
 Agricultural Rehabilitation and Development Act (Ontario)  
 Agricultural Representatives Act  
 Agricultural Research Institute of Ontario Act  
 Agricultural Societies Act  
 Agricultural Tile Drainage Installation Act, 1972  
 Animals for Research Act  
 Artificial Insemination of Live Stock Act  
 Beef Cattle Marketing Act  
 Bees Act  
 Brucellosis Act  
 Commodity Board Members Act, 1976  
 Co-operative Loans Act  
 Crop Insurance Act (Ontario)  
 Dead Animal Disposal Act  
 Dog Licensing and Live Stock and Poultry Protection Act  
 Drainage Act, 1975  
 Edible Oil Products Act  
 Farm Income Stabilization Act, 1976  
 Farm Products Containers Act  
 Farm Products Grades and Sales Act  
 Farm Products Marketing Act

Farm Products Payments Act  
 Fruits and Vegetables Produce-for-Processing Act, 1974  
 Fur Farms Act, 1971  
 Grain Elevator Storage Act  
 Horticultural Societies Act  
 Hunter Damage Compensation Act  
 Junior Farmer Establishment Act  
 Live Stock and Live Stock Products Act  
 Live Stock Branding Act  
 Live Stock Community Sales Act  
 Live Stock Medicines Act, 1973  
 Meat Inspection Act (Ontario)  
 Milk Act  
 Ministry of Agriculture and Food Act  
 Oleomargarine Act  
 Ontario Agricultural Museum Act, 1975  
 Ontario Food Terminal Act  
 Ontario Producers, Processors, Distributors and Consumers Food Council Act  
 Plant Diseases Act  
 Pounds Act  
 Pregnant Mare Urine Farms Act  
 Protection of Cattle Act (R.S.O. 1950, c. 294)  
 Provincial Auctioneers Act  
 Riding Horse Establishments Act, 1972  
 Seed Potatoes Act  
 Stock Yards Act  
 Tile Drainage Act, 1971  
 Topsoil Preservation Act, 1977  
 Veterinarians Act  
 Warble Fly Control Act  
 Weed Control Act  
 Wool Marketing Act, 1974

## Ministry of the Attorney General

Absconding Debtors Act  
 Absentees Act  
 Accidental Fires Act  
 Accumulations Act

Administration of Justice Act	Fraudulent Debtors Arrest Act
Age of Majority and Accountability Act, 1971	Frustrated Contracts Act
Aliens' Real Property Act	Gaming Act
Anti-Inflation Agreement Act, 1976	General Sessions Act
Arbitrations Act	Habeas Corpus Act
Architects Act	Hospitals and Charitable Institutions Inquiries Act
Assessment Review Court Act, 1972	Hotel Registration of Guests Act
Assignments and Preferences Act	Infants Act
Bail Act	Innkeepers Act
Barristers Act	Interpretation Act
Blind Persons' Rights Act, 1976	Judges' Orders Enforcement Act
Bulk Sales Act	Judicature Act
Business Records Protection Act	Judicial Review Procedure Act, 1971
Change of Name Act	Juries Act, 1974
Charitable Gifts Act	Justices of the Peace Act
Charities Accounting Act	Landlord and Tenant Act
Children's Law Reform Act, 1977	Law Society Act
Commissioners for taking Affidavits Act	Legal Aid Act
Compensation for Victims of Crime Act, 1971	Libel and Slander Act
Constitutional Questions Act	Limitations Act
Conveyancing and Law of Property Act	Lord's Day (Ontario) Act
Costs of Distress Act	Married Women's Property Act
County Court Judges' Criminal Courts Act	Master and Servant Act
County Courts Act	Matrimonial Causes Act
County Judges Act	Mechanics' Lien Act
Creditors' Relief Act	Mental Incompetency Act
Crown Administration of Estates Act	Mercantile Law Amendment Act
Crown Agency Act	Ministry of the Attorney General Act
Crown Attorneys Act	Minors' Protection Act
Crown Witnesses Act	Mortgages Act
Devolution of Estates Act	Municipal Conflict of Interest Act, 1972
Disorderly Houses Act	Negligence Act
Dominion Courts Act	Notaries Act
Escheats Act	Ontario Law Reform Commission Act
Estreats Act	Ontario Municipal Board Act
Evidence Act	Partition Act
Execution Act	Partnerships Act
Expropriations Act	Pawnbrokers Act
Extra-Judicial Services Act	Perpetuities Act
Factors Act	Petty Trespass Act
Family Law Reform Act, 1975	Powers of Attorney Act
Fines and Forfeitures Act	Proceedings Against the Crown Act
Fraudulent Conveyances Act	Professional Engineers Act
	Property and Civil Rights Act
	Provincial Courts Act (Part)

Public Accountancy Act  
Public Authorities Protection Act  
Public Halls Act  
Public Inquiries Act, 1971  
Public Institutions Inspection Act, 1974  
Public Officers Act  
Public Officers' Fees Act  
Public Trustee Act  
Quieting Titles Act  
Reciprocal Enforcement of Judgements Act  
Reciprocal Enforcement of Maintenance Orders Act  
Regulations Act  
Religious Institutions Act  
Replevin Act  
Sale of Goods Act  
Settled Estates Act  
Sheriffs Act  
Short Forms of Conveyances Act  
Short Forms of Leases Act  
Short Forms of Mortgages Act  
Small Claims Courts Act  
Solicitors Act  
Statute of Frauds  
Statutes Act  
Statutory Powers Procedure Act, 1971  
Succession Law Reform Act, 1977  
Summary Convictions Act  
Surrogate Courts Act  
Ticket Speculation Act  
Time Act  
Trustee Act  
Unconscionable Transactions Relief Act  
Unified Family Court Act, 1976  
Variation of Trusts Act  
Vendors and Purchasers Act  
Vexatious Proceedings Act  
Vicious Dogs Act  
Wages Act  
Warehousemen's Lien Act  
Warehouse Receipts Act

**Ministry of Colleges and Universities**

Apprenticeship and Tradesmen's Qualification Act  
Brock University Act, 1964  
Carleton University Act, 1952  
Colleges Collective Bargaining Act, 1975  
Lakehead University Act, 1965  
Laurentian University of Sudbury Act, 1960  
McMaster University Act, 1957  
Ministry of Colleges and Universities Act, 1971  
Ontario College of Art Act, 1968-69  
Osgoode Hall Law School Scholarships Act, 1968-69  
Private Vocational Schools Act, 1974  
Ryerson Polytechnical Institute Act, 1977  
Sunnybrook Hospital Act, 1966  
Trent University Act, 1962-63  
University Expropriation Powers Act  
University of Guelph Act, 1964  
University of Ottawa Act, 1965  
University of Toronto Act, 1971  
University of Waterloo Act, 1972  
University of Western Ontario Act, 1967  
University of Windsor Act, 1962-63  
Wilfrid Laurier University Act, 1973  
York University Act, 1965

**Ministry of Community and Social Services**

Blind Persons' Allowances Act (R.S.O. 1960, c. 35)  
Charitable Institutions Act  
Child Welfare Act  
Child Welfare Municipal Payments Continuance Act, 1976  
Children's Boarding Homes Act  
Children's Institutions Act  
Children's Mental Health Centres Act  
Children's Mental Hospitals Act  
Children's Services Transfer Act  
Day Nurseries Act

Developmental Services Act, 1974  
 Disabled Persons Allowances Act  
 (R.S.O. 1960, c. 107)  
 District Welfare Administration Boards  
 Act  
 Elderly Persons Centres Act  
 Family Benefits Act  
 General Welfare Assistance Act  
 Homemakers and Nurses Services Act  
 Homes for Retarded Persons Act  
 Homes for the Aged and Rest Homes  
 Act  
 Indian Welfare Services Act  
 Ministry of Community and Social  
 Services Act  
 Provincial Courts Act (Part)  
 Soldiers' Aid Commission Act (R.S.O.  
 1960, c. 377)  
 Training Schools Act  
 Unified Family Court Act, 1976 (Sub-  
 sec. 1, Sec. 17)  
 Vocational Rehabilitation Services Act  
 Welfare Units Act

### **Ministry of Consumer and Commercial Relations**

Apportionment Act  
 Bailiffs Act  
 Bills of Sale Act  
 Boilers and Pressure Vessels Act  
 Boundaries Act  
 Bread Sales Act  
 Building Code Act, 1974  
 Business Corporations Act  
 Business Practices Act, 1974  
 Cemeteries Act  
 Certification of Titles Act  
 Collection Agencies Act  
 Condominium Act  
 Construction Hoists Act  
 Consumer Protection Act  
 Consumer Protection Bureau Act  
 Consumer Reporting Act, 1973  
 Co-operative Corporations Act, 1973  
 Corporation Securities Registration Act

Corporations Act  
 Corporations Information Act, 1976  
 Credit Unions Act and Caisses  
 Populaires Act, 1976  
 Debt Collectors Act  
 Deposits Regulation Act  
 Egress from Public Buildings Act  
 Elevators and Lifts Act  
 Energy Act, 1971  
 Gasoline Handling Act  
 Guarantee Companies Securities Act  
 Income Tax Discounters Act, 1977  
 Insurance Act  
 Investment Contracts Act  
 Land Titles Act  
 Limited Partnerships Act  
 Liquor Control Act, 1975  
 Liquor Licence Act, 1975  
 Loan and Trust Corporations Act  
 Marine Insurance Act  
 Marriage Act, 1977 (Proclamation)  
 Ministry of Consumer and Commercial  
 Relations Act  
 Mortgage Brokers Act  
 Mortmain and Charitable Uses Act  
 Motor Vehicle Accident Claims Act  
 Motor Vehicle Dealers Act  
 Ontario Credit Union League Limited  
 Act, 1972  
 Ontario Deposit Insurance Corporation  
 Act  
 Ontario New Home Warranties Plan  
 Act, 1976  
 Ontario Water Resources Act (Part)  
 Operating Engineers Act  
 Paperback and Periodical Distributors  
 Act, 1971  
 Partnerships Registration Act  
 Pension Benefits Act  
 Personal Property Security Act  
 Petroleum Products Price Freeze Act,  
 1975  
 Prearranged Funeral Services Act  
 Prepaid Hospital and Medical Services  
 Act  
 Pyramidic Sales Act, 1972



Racing Commission Act  
 Real Estate and Business Brokers Act  
 Registry Act  
 Residential Premises Rent Review Act,  
   1975 (2nd session, self repealing,  
   December 31, 1978)

Securities Act  
 Theatres Act  
 Toronto Stock Exchange Act  
 Travel Industry Act, 1974  
 Unclaimed Articles Act  
 Upholstered and Stuffed Articles Act  
 Venture Investment Corporations  
   Registration Act, 1977  
 Vital Statistics Act  
 Wine Content Act, 1976

### **Ministry of Correctional Services**

Ministry of Correctional Services Act  
 Probation Act

### **Ministry of Culture and Recreation**

Archives Act  
 Art Gallery of Ontario Act  
 Arts Council Act  
 Athletics Control Act  
 Centennial Centre of Science and  
   Technology Act  
 Community Recreation Centres Act,  
   1974  
 Historical Parks Act, 1972  
 McMichael Canadian Collection Act,  
   1972  
 Ministry of Culture and Recreation Act,  
   1974  
 Ontario Educational Communications  
   Authority Act  
 Ontario Heritage Act, 1974  
 Ontario Lottery Corporation Act, 1974  
 Public Libraries Act  
 Royal Botanical Gardens Act, 1941  
 Royal Ontario Museum Act  
 Simcoe (John Graves) Memorial  
   Foundation Act, 1965

### **Ministry of Education**

Central Algoma Board of Education  
   and Teachers' Dispute Act, 1976  
 Education Act, 1974  
 Essex County French Language  
   Secondary School Act, 1977  
 Kirkland Lake Board of Education and  
   Teachers' Dispute Act, 1976  
 Lake Superior Board of Education Act,  
   1976  
 Metropolitan Boards of Education and  
   Teachers Disputes Act, 1976  
 Ontario Institute for Studies in  
   Education Act  
 Ontario School Trustees' Council Act  
 Provincial Schools Negotiations Act,  
   1975  
 Sault Ste. Marie Board of Education  
   and Teachers' Dispute Act, 1976  
 School Boards and Teachers Collective  
   Negotiations Act, 1975  
 School Trust Conveyances Act  
 Teachers' Superannuation Act  
 Teaching Profession Act  
 Windsor Board of Education and  
   Teachers Dispute Act, 1976  
 York County Board of Education  
   Teachers Dispute Act, 1974

### **Ministry of Energy**

Ministry of Energy Act, 1973  
 Ontario Energy Board Act  
 Ontario Energy Corporation Act, 1974  
 Oxford Municipal Hydro-Electric  
   Service Act, 1977  
 Peel Municipal Hydro-Electric Service  
   Act, 1977  
 Power Corporation Act  
 Power Corporation Insurance Act  
 Rural Hydro-Electric Distribution Act  
 Rural Power District Loans Act  
 Waterloo Electrical Service Areas Act,  
   1977

## **Ministry of the Environment**

Environmental Assessment Act, 1975  
 Environmental Protection Act, 1971  
 Ministry of the Environment Act  
 Ontario Water Resources Act (Part)  
 Pesticides Act, 1973  
 Pollution Abatement Incentive Act

## **Ministry of Government Services**

Flag Act  
 Floral Emblem Act  
 Ministry of Government Services Act,  
 1973  
 Official Notices Publication Act  
 Public Service Superannuation Act

## **Ministry of Health**

Alcoholism and Drug Addiction  
 Research Foundation Act  
 Ambulance Act  
 Cancer Act  
 Cancer Remedies Act  
 Chiropody Act  
 Community Psychiatric Hospitals Act  
 Dental Technicians Act  
 Denture Therapists Act, 1974  
 Drugless Practitioners Act  
 Fluoridation Act  
 Funeral Services Act, 1976  
 Health Disciplines Act, 1974  
 Health Insurance Act, 1972  
 Homes for Special Care Act  
 Hypnosis Act  
 Mental Health Act  
 Mental Hospitals Act  
 Ministry of Health Act, 1972  
 Municipal Health Services Act  
 Nursing Homes Act, 1972  
 Ontario Mental Health Foundation Act  
 Ophthalmic Dispensers Act  
 Private Hospitals Act  
 Private Sanitaria Act  
 Psychologists Registration Act

Public Health Act  
 Public Hospitals Act  
 Radiological Technicians Act  
 Sanatoria for Consumptives Act  
 Venereal Diseases Prevention Act  
 War Veterans Burial Act

## **Ministry of Housing**

Elderly Persons Housing Aid Act  
 Housing Development Act  
 Ministry of Housing Act, 1973  
 North Pickering Development  
 Corporation Act, 1974  
 Ontario Housing Corporation Act  
 Planning Act  
 Rural Housing Assistance Act

## **Ministry of Industry and Tourism**

Development Corporations Act, 1973  
 Ministry of Industry and Tourism Act,  
 1972  
 Ontario Place Corporation Act, 1972  
 Research Foundation Act, 1944  
 Sheridan Park Corporation Act  
 Tourism Act

## **Ministry of Labour**

Blind Workmen's Compensation Act  
 Construction Safety Act, 1973  
 Employees' Health and Safety Act, 1976  
 Employment Agencies Act  
 Employment Standards Act, 1974  
 Government Contracts Hours and  
 Wages Act  
 Hospital Labour Disputes Arbitration  
 Act  
 Industrial Safety Act, 1971  
 Industrial Standards Act  
 Labour Relations Act  
 Mining Act (Part IX, Section 616)  
 Ministry of Labour Act  
 One Day's Rest in Seven Act  
 Ontario Human Rights Code

Ontario Labour-Management  
Arbitration Commission Act  
Rights of Labour Act  
Silicosis Act  
Workmen's Compensation Act  
Workmen's Compensation Insurance  
Act

### **Ministry of Natural Resources**

Algonquin Forestry Authority Act, 1974  
Algonquin Provincial Park Extension  
Act, 1960-61  
Beach Protection Act  
Beds of Navigable Waters Act  
Conservation Authorities Act  
Crown Timber Act  
Endangered Species Act, 1971  
Fish Inspection Act  
Fisheries Loans Act  
Forest Fires Prevention Act  
Forest Tree Pest Control Act  
Forestry Act  
Freshwater Fish Marketing Act  
(Ontario)  
Game and Fish Act  
Gas and Oil Leases Act  
Industrial and Mining Lands  
Compensation Act  
Lakes and Rivers Improvement Act  
Mineral Emblem Act, 1975  
Mining Act (Part IX, except Sect. 616, is  
administered by Ministry of Labour)  
Mining Tax Act, 1972  
Ministry of Natural Resources Act, 1972  
National Radio Observatory Act, 1962-  
63  
Niagara Parks Act  
North Georgian Bay Recreational  
Reserve Act, 1962-63  
Ontario Geographic Names Board Act  
Ontario Harbours Agreement Act, 1962-  
63  
Parks Assistance Act  
Petroleum Resources Act, 1971  
Pits and Quarries Control Act, 1971

Provincial Parks Act  
Public Lands Act  
St. Clair Parkway Commission Act, 1966  
St. Lawrence Parks Commission Act  
Settlers' Pulpwood Protection Act  
Spruce Pulpwood Exportation Act  
Surveyors Act  
Surveys Act  
Trees Act  
Wild Rice Harvesting Act  
Wilderness Areas Act  
Woodlands Improvement Act  
Woodmen's Employment Act  
Woodmen's Lien for Wages Act

### **Ministry of Northern Affairs**

Ministry of Northern Affairs Act, 1977  
Ontario Northland Transportation  
Commission Act

### **Ministry of Revenue**

Agricultural Development Finance Act  
Assessment Act  
Corporations Tax Act, 1972  
Gasoline Tax Act, 1973  
Gift Tax Act, 1972  
Income Tax Act  
Land Speculation Tax Act, 1974  
Land Transfer Tax Act, 1974  
Ministry of Revenue Act  
Motor Vehicle Fuel Tax Act  
Ontario Guaranteed Annual Income  
Act, 1974  
Ontario Home Buyers Grant Act, 1975  
Provincial Land Tax Act  
Race Tracks Tax Act  
Railway Fire Charge Act  
Retail Sales Tax Act  
Succession Duty Act  
Tobacco Tax Act

### **Ministry of the Solicitor General**

Anatomy Act

Coroners Act, 1972  
 Egress from Public Buildings Act  
 Fire Accidents Act  
 Fire Departments Act  
 Fire Fighters' Exemption Act  
 Fire Marshals Act  
 Hotel Fire Safety Act, 1971  
 Human Tissue Gift Act, 1971  
 Lightning Rods Act  
 Ministry of the Solicitor General Act,  
 1972  
 Ontario Society for the Prevention of  
 Cruelty to Animals Act, 1955  
 Police Act  
 Private Investigators and Security  
 Guards Act  
 Public Works Protection Act  
 Retail Business Holidays Act, 1975 (2nd  
 session)

### **Ministry of Transportation and Communications**

Airports Act  
 Bridges Act  
 Commuter Services Act  
 Ferries Act  
 Highway Traffic Act  
 Local Roads Boards Act  
 Ministry of Transportation and  
 Communications Act, 1971  
 Ministry of Transportation and  
 Communications Creditors Payment  
 Act, 1975  
 Motorized Snow Vehicles Act, 1974  
 Municipal Electric Railways Act (R.S.O.  
 1950, c. 248)  
 Ontario Highway Transport Board Act  
 Ontario Telephone Development  
 Corporation Act  
 Ontario Transportation Development  
 Corporation Act, 1973  
 Public Commercial Vehicles Act  
 Public Service Works on Highways Act  
 Public Transportation and Highway  
 Improvement Act

Public Vehicles Act  
 Railways Act (R.S.O. 1950, c. 331)  
 Telephone Act  
 Toll Bridges Act  
 Toronto Area Transit Operating  
 Authority Act, 1974

### **Ministry of Treasury, Economics and Intergovernmental Affairs**

City of Cornwall Annexation Act, 1974  
 City of Hamilton Act, 1975  
 City of Port Colborne Act, 1974  
 City of Thorold Act, 1975  
 City of Thunder Bay Act, 1968-69  
 City of Timmins-Porcupine Act, 1972  
 County of Oxford Act, 1974  
 District Municipality of Muskoka Act  
 Farm Loans Act  
 Farm Loans Adjustment Act  
 Financial Administration Act  
 Fire Guardians Act  
 Fires Extinguishment Act  
 Gold Clauses Act  
 Haliburton Act  
 Line Fences Act  
 Local Improvement Act  
 Moosonee Development Area Board  
 Act  
 Municipal Act  
 Municipal Affairs Act  
 Municipal Arbitrations Act  
 Municipal Corporations Quieting  
 Orders Act  
 Municipal Elderly Residents Assistance  
 Act, 1973  
 Municipal Elections Act, 1977  
 Municipal Franchises Act  
 Municipal and School Tax Credit  
 Assistance Act  
 Municipal Tax Assistance Act  
 Municipal Unemployment Relief Act,  
 1971  
 Municipal Works Assistance Act  
 Municipality of Metropolitan Toronto  
 Act



Ontario Economic Council Act  
 Ontario Education Capital Aid Corporation Act  
 Ontario Land Corporation Act, 1974  
 Ontario Loan Act  
 Ontario Municipal Employees Retirement System Act  
 Ontario Municipal Improvement Corporation Act  
 Ontario Planning and Development Act, 1973  
 Ontario Unconditional Grants Act, 1975  
 Ontario Universities Capital Aid Corporation Act  
 Ontario Youth Employment Act, 1977  
 Ottawa-Carleton Amalgamations and Elections Act, 1973  
 Parkway Belt Planning and Development Act, 1973  
 Provincial Parks Municipal Tax Assistance Act, 1974  
 Public Parks Act  
 Public Utilities Act  
 Public Utilities Corporations Act  
 Regional Municipality of Durham Act, 1973  
 Regional Municipality of Haldimand-Norfolk Act, 1973  
 Regional Municipality of Halton Act, 1973  
 Regional Municipality of Hamilton-Wentworth Act, 1973  
 Regional Municipality of Niagara Act  
 Regional Municipality of Ottawa-Carleton Act  
 Regional Municipality of Peel Act, 1973  
 Regional Municipality of Sudbury Act, 1972  
 Regional Municipality of Waterloo Act, 1972  
 Regional Municipality of York Act  
 Sandwich, Windsor & Amherstburg Railway Act, 1977  
 Shoreline Property Assistance Act, 1973  
 Snow Roads and Fences Act  
 Statistics Act

Statute Labour Act  
 Supply Act  
 Tax Sales Confirmation Act, 1974  
 Territorial Division Act  
 Town of Wasaga Beach Act, 1973  
 Township of North Plantagenet Act, 1976  
 Vacant Land Cultivation Act  
 Village of Point Edward Act, 1972  
 Wharfs and Harbours Act

### **Office of the Assembly**

Election Finances Reform Act, 1975  
 Legislative Assembly Act  
 Legislative Assembly Retirement Allowances Act, 1973  
 Ombudsman Act, 1975

### **Office of the Premier**

Election Act  
 Executive Council Act  
 Lieutenant Governor Act  
 Policy and Priorities Board of Cabinet Act, 1971  
 Representation Act

### **Provincial Auditor**

Audit Act, 1977

### **Provincial Secretary for Resources Development**

Niagara Escarpment Planning and Development Act, 1973

# Mailing addresses of Ministries in Metro Toronto

Note: Unless otherwise indicated,  
address mail as follows:

Branch or Agency Name  
Ministry  
Queen's Park, Toronto, Postal Code

Use postal code with Ministry name for  
branches and agencies not specified.

**Office of The Lieutenant Governor of  
Ontario** M7A 1A1

**Office of The Premier of Ontario**  
M7A 1A1

**Legislative Building** M7A 1A2

**Management Board of Cabinet** M7A 1Z6

**Civil Service Commission** M7A 1Z5

**Ministry of Agriculture and Food**  
M7A 2B2

Accounts Branch M7A 2A3

Agricultural Rehabilitation &  
Development (ARDA) M7A 1B1

Crop Insurance Commission M7A 1B7

Extension Branch M7A 1B2

Economics Branch M7A 1B6

Home Economics Branch M7A 1B5

Information Branch M7A 1A5

Livestock Branch M7A 1B4

Milk Industry Branch M7A 1A7

Ministry and Senior Executives  
M7A 1A3

Personnel Branch M7A 1A4

Rural Development Branch &  
Agricultural Manpower Services  
M7A 1B1

Veterinary Services Branch M7A 1B3

**Ministry of the Attorney General** (18  
King St. E.) M5C 1C5

**Ministry of Colleges and Universities**  
M7A 1B8

College Affairs Branch M7A 1C1

Manpower Training Branch M7A 2B5

Program Resources M7A 1C6

Student Awards Branch M7A 2B4

**Ministry of Community and Social  
Services** M7A 1E9

Accounts Branch M7A 2B6

Children's Services M7A 1H2

Municipal Welfare Secretariat  
M7A 1G8

Provincial Benefits Branch M7A 1G1

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Ave.) M7A 2J1

Finance & Program Evaluation Branch  
(10 Wellesley St. E.) M7A 2J3

Motor Vehicle Accident Claims (555  
Yonge St.) M7A 2J4

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Wellesley St. E.) M7A 2H7

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Pressures Vessels Branch (400  
University Ave.) M7A 2H9

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St.) M7A 2J6

Property Law Branch (543 Yonge St.)  
M7A 2J7

Property Rights Division (543 Yonge  
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**Ministry of Education** M7A 1L2

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Ministry of Culture & Recreation  
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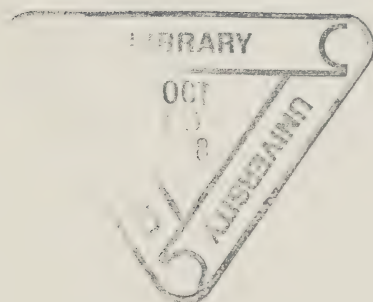
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